

A

Handbook of Materials for the Victory Farm Volunteers

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Outline of Presentation at Regional Conference on Victory Farm Volunteers

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VICTORY FARM VOLUNTEERS

Registration Blank for Farm Work During the Summer

Name _____; Parent or guardian _____

Address _____ Telephone _____ Age _____ Date of birth _____

School attended _____ Boy _____; Girl _____

Draft status of boy if over 18 _____ Language spoken other than

English _____; Race _____; Church preference _____

Height _____ ft. _____ in. Weight _____ lbs. Health _____

Physical defects, if any _____

Citizenship _____ Have you ever lived on a farm? _____

or worked on a farm? _____; If so, where _____;

How long? Experience in the following: General farm work _____;

Driving tractor _____ team _____; Caring for: Poultry _____; Hogs _____;

Sheep _____; Cattle _____; milking by hand _____; milking machine _____;

Planting, cultivating and harvesting crops _____ Picking small

fruits _____; tree fruits _____

Type of Farm Work Desired

_____ 1. Work by month - living with farm family in the farm home.

_____ 2. Work by the day - living in a temporary camp set up in a school
in a farming area.

_____ 3. Work by the day - living at your own home.

_____ 4. Are you willing to work outside the State? _____ If so, where? _____

Give approximate dates when you desire to begin and discontinue farm work

Beginning date _____; Desire to stop _____

Note: Answering these questions does not commit you to work on a farm, nor does it guarantee you a job. It is a statement of your interest. If you have checked type of work No. 1, attach a good full length snapshot of yourself with your name and address on the back.

Signature of registrant _____

High School Adviser's approval: Signed _____

Parent's Approval: Signed _____

Victory Farm Volunteers Farmer Application for

Full Summer Season Help

(One or more youth to work and live on the farm)

1. Name _____ 2. Date _____

3. P.O. Address _____ 4. Tel Exchange _____ No. _____

5. My farm is located _____ miles (direction) _____ from village (city)
of _____ on the (Name or road number) _____

The nearest station to my farm is located at _____

on the _____ (bus) (railroad) and I will meet the young worker
at the station if requested.

6. What farm machinery would you train your helper to use? _____

7. Is driving license needed? _____

8. What sleeping accommodations will you provide? _____

9. Language spoken, if other than English? _____

10. Household: Wife _____; Children: Age of boys _____; Age of girls _____

11. What other help will you be employing in addition to the farm volunteer? _____

12. Is a doctor on call? _____ Doctor's name _____

13. Is the drinking water all right? _____

14. Have the cows been tested for tuberculosis? _____ If so, when? _____

15. Size of farm:

<u>Livestock</u>		<u>Farm Crops</u>	
	<u>Number</u>		<u>Acres</u>
Beef cows	:	Grain crops	:
Dairy cows	:	Corn	:
Sows	:	Cotton	:
Ewes	:	Small fruit and berries	:
Laying hens	:	Hay and meadow	:
		Truck crops	:

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16. What type of work do you expect farm volunteers to help you with this summer? _____

17. To help on my farm for summer season 1943, I hereby apply for _____
number

(young men) (Young women) to begin work about _____ 1943
(date)

and stay until _____ 1943
(date)

It is understood that (a) these persons will be physically able to do farm work; (b) they will be reliable and recommended by school advisers; (c) I agree to treat these workers fairly to help them learn as much as possible, to provide them with adequate supervision and not to expect them to do work beyond their strength and experience; (d) I may discharge these students if work or conduct is not satisfactory after I have first talked to the supervisor; (e) I will make it possible for these students to attend church on Sunday if they or their parents request it. The following churches can be reached with reasonable convenience _____

Signature of Farmer

This application is to be approved by the County Farm Labor Committee.

(Adapted from form used in New York State)

In order to avoid misunderstanding some States which have been using city youth on farms for a year or two have adopted a simple form of agreement on terms between the farmer and the youth. In case you would like to consider this idea the following form used in New York State may be suggestive to you.

VICTORY FARM VOLUNTEERS FARM EMPLOYMENT AGREEMENT

In order to avoid any misunderstanding between farmer, student and parents, two copies of this agreement are to be signed as indicated. One copy will be given to the farmer employer and one to the student.

FOR EMPLOYER

I agree to employ _____ from _____
name of student school or other group

_____ to help on my farm from _____ 1943
city date

to _____ 1943 at the starting wage of \$ _____
per week or per month

in addition to room, board and laundry in my home, or its equivalent that I will arrange, and to treat (him) (her) as a member of my family. Hours of work are not to be more than ____ per day except in emergency situation in which case an equivalent amount of time off will be granted. There will be no Sunday work besides routine chores except in emergency.

I understand that I may discharge (him) (her) for unsatisfactory work or conduct, I agree to notify the supervisor whose name is given below before doing so or in case of any difficulty.

_____ date _____ Signature of Farmer _____

Address

FOR STUDENT AND PARENT

I agree to the above statement as satisfactory to me. I agree to do work assigned to me to the best of my ability and to cooperate in every way with the farmer, his family and others on his farm for the period stated. I agree to notify the supervisor in case of difficulty.

Signature of Student

I have read the above agreement. It is satisfactory to me and I agree to permit my (son) (daughter) to accept this farm employment.

Signature of Parent

Address

Date _____

Summer Address

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Living Conditions in Farm Homes

(For confidential use by extension agents and county farm labor committees)

City parents want to be assured that their children who live in a farm home this summer have satisfactory living conditions and will suffer no harmful results in health and accidents from their summer's work. Great care should be taken in choosing a home with healthful living conditions.

The Victory Farm Volunteers program has great possibilities for improving urban-rural relationships. Town and city youth by working on a farm are put to an important test. Employment of these youth is also a test of the farmer.

Local committees or neighborhood leaders cooperating in the selection of farms where youth will work for the summer should bear this in mind. A youth unhappy in his working and/or living conditions will make a poor helper and may quit.

Local committees can be of great service by assisting the county agent's office in selecting farm homes where city youth can be placed.

There follow some hints which any given State or county may find helpful as a guide to local committees or leaders in approaching their task. These are based on a number of experiments conducted last summer and on suggestions from the Children's Bureau, U. S. Department of Labor.

A sanitary water supply is most important. If there has been a case of typhoid in the family in the last two years it would be a safeguard to make doubly sure that the water supply is pure. Care should be taken to ascertain that the toilet and bathing facilities are sanitary and adequate.

Local leaders should realize that city youth will not have acquired immunity to some ailments. Their parents will wish to be assured on the source of the milk supply. Does it come from the tested cows? Is it pasteurized? There has been an alarming increase in undulant fever of late years. Are the cows Bangs free?

There would be an obvious risk in placing a city youth in a home in which there was tuberculosis or other communicable disease.

Dietary habits vary. City youth are more accustomed to salad, greens, etc., than are rural people in some areas. You can help make the youth's stay satisfactory, both to him and the employer, by encouraging the farmer's wife to ask about his favorite foods.

12-11-19

Dear Mr. [Name]

I am writing to you

regarding the [Topic]

I have been thinking about the [Topic]

and I am sure that you will find it interesting

I have been thinking about the [Topic] and I am sure that you will find it interesting

I have been thinking about the [Topic] and I am sure that you will find it interesting

I have been thinking about the [Topic] and I am sure that you will find it interesting

I have been thinking about the [Topic] and I am sure that you will find it interesting

The employing homes will find the youth more content if he has a room with outside light and ventilation, or at least a bed to himself and drawers and/or a closet for personal possessions.

Some such form as the following may be useful as a rule of thumb in the selection of farm homes to receive city youth and in placing them in the most appropriate homes:

Farm Home

Name of farmer _____ Address _____ County _____ State _____

Telephone _____ Nearest town _____ Mailing address _____

Directions for reaching home _____

Number of members of family living at home _____. Number of others in household _____. Name and relationship to head of all persons in household:

Name	Relationship	Approx. age	Sex
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Language spoken if other than English _____

Name and location of nearest doctor in case of serious illness or accident _____

General cleanliness and neatness of home: Good _____ Fair _____ Poor _____

Friendliness of family _____

The attitudes toward youth and children show understanding_____

Show realization of need for social and recreational activities_____

Attitude of family toward religion and church attendance_____

Farmer and wife understand need for "hardening up" process in first two weeks_____

Is this a suitable farm on which to place a girl?_____

To be answered after the recruit has finished work:

Would you recommend this farm as a suitable place for a Victory Farm

Volunteer next year?_____ For a boy?_____ For a girl?_____

Take into account everything you know about this farm and family through your contacts this summer.

(Use two sides of a card.)

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VICTORY FARM VOLUNTEERS

(For use by local committees, neighborhood leaders, or emergency farm labor assistants)

CONSIDERATIONS OF SAFETY FOR VICTORY FARM VOLUNTEERS

This simple booklet reviews material on "Safety" familiar to you.

In studying farms for VFV placement the "Check-List for Safety Conditions on Farms" may prove useful to you.

The material on "Safety Training for VFV Worker" may be used in talking things over with the VFV worker himself not only as he begins work but off and on during the summer.

A placard of important items nailed onto the barn door containing cautions may be a service some county agents will give to farmers using VFV workers. Some of these suggestions might provide a useful outline for a safety discussion in a regular extension program. Accidents mean lost time and lost production. With so many doctors needed in the armed services accident prevention is the more important.

The Children's Bureau of the U. S. Department of Labor contributed the material used in Form IV and Form V: Materials for Victory Farm Volunteers Program.

Safety Conditions on FarmsMachinery and equipment.

Will farmer take care to use on tractors and dangerous machinery and equipment only older youth trained in their safe use? Will he caution them not to hurry in using this machinery?

Are tractors and other machinery in good repair?

Are guards kept in place on power shafts, belts, and chains?

Does farmer follow factory instructions and safe practices in operating, adjusting, cranking, oiling, and maintaining tractors and other machinery so that he may reasonably be expected to instruct his helpers in safe practices?

Will hay-hoisting equipment be carefully examined before harvest season to insure its safe condition?

Are rip saws, crosscut saws, and band saws fully guarded?

Are all motor vehicles and other vehicles in safe condition?

Livestock

Will farmer take care to use only experienced workers in handling dangerous animals?

Are dangerous animals (bulls, boars, etc.) securely penned?

Are noes-ring and staff used for leading bulls?

Are gear and harness in good repair?

Prevention of falls.

Are buildings (including house, barn, and all outbuildings) in good repair?

Are work places free from piles of rubbish, loose boards, and other unsafe conditions that might cause a fall?

Is there provision for sufficient light, especially in haymow?

Is the opening in the hay or barn loft either safely covered over or well guarded by railings in good condition or other adequate protection?

Are ladder openings and stairways handrailed?

Are all ladders (both movable and nonmovable) and stepladders soundly constructed and in good repair?

Are abandoned wells and pits either safely covered or filled in, so as to prevent falls?

Are all bridges on premises in good repair?

Hand tools.

Are axes, hatchets, hammers, and other tools and their handles in good repair?

Are hammer, hatchet, and axe heads secure?

Is there a definite and safe storage place for all hand tools so that they will not be stepped on, fall down, or otherwise cause injury when not in use?

Are knives and other edged tools provided with carrying sheaths so that they will not injure the worker if he should fall while carrying them?

Prevention of fires.

Are gasoline and kerosene stored at a safe distance (say 75 feet) from other buildings?

Are the containers well labeled?

Are oily rags or other rubbish disposed of in such a way as not to become a fire hazard?

Are ashes dumped into noninflammable containers?

Does family carefully avoid lighting fires with kerosene?

Prevention of sunstroke and heat stroke.

Is plenty of pure drinking water, in covered and sanitary containers, readily accessible to workers in the field?

Will salt be available for use in drinking water to prevent heat stroke?

Prevention of tetanus and infections.

Are projecting nails in boards, posts, walls, etc., either pulled out or turned down so that the point cannot injure anyone who steps on or strikes against it?

Are sharp and pointed objects and tools carefully kept where they cannot cause injury?

Is first-aid kit readily accessible and well maintained?

Will worker be urged to use it for even minor scratches, as well as cuts, abrasions, shallow puncture wounds, and other open wounds, to prevent infection? (Deep wounds always require a physician's care.)

Safety Training for Victory Farm Volunteer Worker

Clothing.

How to dress comfortably and safely for farm work.

Machinery and tractors.

Checking for safe condition before using.

Safe methods of operating, oiling, adjusting, cranking, and repairing machinery and tractors.

Maintaining machinery and tractors in safe condition.

Animals.

Handling animals safely.

Tools and implements.

Safe use of pitchforks, axes, hatchets, and hammers.

Necessity for repairing tools and implements for keeping them in safe condition.

Safe methods of sharpening tools.

Safe methods of using knives in cutting.

Safe ways of carrying, laying down, and storing tools, pitchforks, and knives when they are not in actual use.

Lifting and carrying.

How to lift correctly (using knees, keeping back straight, getting help for loads that are too heavy.)

Exposure to weather.

How to avoid excessive glare and heat from sun (by wearing broad-brimmed hat, dark glasses if necessary, and proper clothing).

How to avoid heat stroke (by drinking water with salt in it if worker is perspiring excessively).

How to avoid being struck by lightning (keeping away from fences and trees).

Exposure to poisonous gases, chemicals, plants, shrubs, insects, and snakes.

Necessity of testing silos and old wells for poisonous gases before working in them.

How to protect eyes, nose, and throat when using poisonous sprays.

How to recognize, and avoid, poisonous plants and shrubs, poisonous insects, and poisonous snakes.

Ladders (all kinds).

How to place, climb, and move ladders safely.

Prevention of fires.

Necessity of avoiding smoking in barn, near piles of hay or straw, and near fields of grain.

Avoiding use of kerosene to light fires.

Prevention of infections.

Necessity of immediate first-aid treatment for all blisters and minor cuts, abrasions, scratches, shallow puncture wounds, etc. (Deep wounds should always be treated by a physician.)

Miscellaneous.

- Necessity of avoiding horseplay and practical jokes in order to prevent serious accidents and damage to crops, materials, equipment, etc.

How to protect eyes from injury by twigs and branches when working in trees.

How to protect nose and throat on dusty jobs.

Necessity of getting enough sleep, so that worker is always alert and thus can avoid accidents.

How to give first aid, according to approved practices.

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Insurance Information

The Division of Agricultural Finance of the Bureau of Agricultural Economics is working on the problem of insurance from two angles, namely, personal accident insurance for youth and employers' liability insurance for farmers.

The Division of Agricultural Finance has been contacting three groups of accident insurance companies for premium quotations for youth working on farms. The provisions of such a policy are attached.

One group of companies has reported to the Division of Agricultural Finance that they have immediately started to work on such a policy and that it can probably "be placed on the market not later than May 15 or certainly by June 1." The companies add that, "very frankly, we are looking at this program as a public service to be rendered by our companies. Obviously we do not like to issue contracts for short periods such as three months. However, our companies are anxious to contribute this service to the war effort and you may be sure that the coverage will be broad and entirely adequate for the boys and girls who are going into this farm work and that the service (claims) on this coverage will be even more than you expect."

The attached manuscript explains the problem of employers' liability insurance for farmers.

1. General provisions

The policy should cover the worker 24 hours a day and from the time he leaves home until he returns. It would cover travel to and from the home and camp or farms and during the duration of the policy.

The rates should be quoted for a 3-month period (some policies probably will be renewed after the time).

The premium payment would be in advance and would be mailed by the applicant to the carrier, the insurance to take effect upon receipt of the application.

2. Medical reimbursement

It should cover medical, doctor and hospital expenses, X-rays, laboratory costs, nurses expenses, and in short, any medical or professional costs incurred as the result of an accident and should cover the worker 24 hours a day in all places.

The limit of liability would be \$250 on each policy, but there would not be a specified limit for each type of expense.

3. Death and dismemberment rider

This rider would be optional with the insured and could be obtained by each worker who took the medical reimbursement coverage (and the premium to be calculated).

Schedule of Benefits
(due to accidents)

For loss of:

The sum of:

Life	\$500
Sight of one or both eyes	\$1000
One or both legs	\$1000
One or both arms	\$1000
One or both legs or one or both arms and sight of one or both eyes	\$1000
One or both hands	800
One foot	700
One thumb	300
One first finger	175
One second finger	125
One third finger	100
One fourth finger	65
One great toe	150
Any toe other than great toe	65

UNITED STATES DEPARTMENT OF AGRICULTURE
Bureau of Agricultural Economics

April 1943

INSURANCE PROTECTION AGAINST FARM ACCIDENTS

Wartime conditions increase the probability of farm accidents. This situation raises numerous problems in the farmer's mind about the need for insurance protection.

It is not enough to know the availability and kind of insurance that will protect him from loss when a green helper runs afoul a mower, or when an old hand slips on the ladder and breaks his leg. State laws, policy differences, and relative costs are other matters that deserve the employer's attention. And farm employees, particularly those who have the city man's acquaintance with workmen's compensation insurance, should be informed of the chances they take and their insurability.

Here is an attempt to answer the basic farm-accident insurance questions. First comes a brief description of the different kinds of insurance, their relative benefits, and what accidents they "cover." Then come some facts the farmer should know about insurance, whether he has it or not. A brief section outlines information for the farmer who doesn't have and can't take out insurance. An appendix gives examples of the costs and benefits of the different types of policies.

Kinds of Accident Insurance

There are three general types of insurance policies covering accident: employer's liability, workmen's compensation, and accident insurance. Each type has a different purpose. Although all employer's liability and workmen's compensation, and most accident policies, include death benefits, they differ considerably in the kinds of accidents they cover and the benefits they provide. The differences in specific features are especially found in accident insurance policies. Such differences, of course, result in a rather wide range of costs. The injuries covered - how they happened - the scale of benefits - what evidence is required - the "waiting period" before benefits start - these are all differences between types of insurance and policies which affect the cost to the insured.

Employer's Liability Insurance.- Under this form of insurance the farmer-employer is protected against the cost of suits by injured employees and any resulting judgments up to stipulated amounts. This insurance pays claims and court costs when necessary up to a maximum stipulated in the policy - usually \$5,000 when the accident involves one person and \$10,000 (at base rates) if more persons than one are involved in the same accident. The insurance company usually settles claims out of court if that is possible. Where this is not possible, the companies assume the cost of defending insured employers in the courts and pay any judgments imposed up to the amount of insurance carried.

Employer's liability policies sometimes differ in the way they cover accident situations and so it is a good idea to look at the section entitled "Exclusions" before deciding on one. "Exclusions" are conditions under which the insurance company will not pay a claim made under the policy. They vary with the individual policy. Some of the most common are: Employment contrary to law; mentally or physically defective employees; legal action by members of the insured's immediate family or blood relatives; and suit by a person not performing the actual duties of a farm worker when injured. Still other conditions are set by some companies. The policy pays claims only upon proof of the employer's negligence in not providing safe working conditions. The circumstances that bring about accidents are hard to define and "safe working conditions" is not a broad guarantee of payment to the injured for every specific accident that may occur.

Many companies charge the regular workmen's compensation rates for employer's liability policies issued to farmer-employers, yet leave out of the policies the alternative benefits which are provided for the injured employee under workmen's compensation insurance. Thus, while this insurance may cost the farmer just as much as workmen's compensation insurance, it fails to provide some of the benefits to the employee accruing to him from the latter type of insurance.

Workmen's Compensation Insurance.- This type of accident insurance protects the employer against claims or awards arising from injury to one or more employees; generally, it pays up to a maximum limit of \$25,000 for any one accident. It also provides the injured worker with alternative benefits if he chooses to accept them instead of pressing a claim or suing in court.

Workmen's compensation insurance is regulated by law. This is an advantage in that insurance written under such laws covers all accidents "arising in the course of employment," regardless of who was at fault. The question of negligence and responsibility, so important in employer's liability insurance, is therefore largely eliminated. Furthermore, the coverage of workmen's compensation insurance is rather broad - enough, for example, to include an automobile injury to a farm hand who was going to town on his employer's business. It covers all employees within the legal age limit, as specified for the State in which the insured employer lives. Payments are made according to a schedule of benefits for the different kinds of injuries.

The legal safeguards usually thrown by the States around workmen's compensation insurance are both advantageous and disadvantageous from the standpoint of a farmer buyer. In several States the insurance is compulsory for farmers as well as for other employers when more than a designated number of employees are hired - three or more, for instance, in Ohio - but in most States it is left to the choice of the farmers themselves. Perhaps the most troublesome part of workmen's compensation insurance, for a farmer, is in applying it to members of his family. This requires a fuller explanation.

Workmen's compensation insurance does not cover accidents to the insured employer, nor, ordinarily, to members of his immediate family. (This protection may be obtained individually through an accident or an accident and health policy.) Except for his wife and minor children, however, members

of the insured employer's family may contract to work for him and thus be covered by his policy, even though living in the same household. Then, of course, the wages and salaries paid these working family members must be included on the pay roll on which the insurance premium is based. It should be noted that the performance of ordinary services is not enough to prove the existence of such a contract.

A small farmer who wants either workmen's compensation or (if the premium is based on the pay roll) employer's liability insurance always has the difficult problem of deciding whether members of his family are really his employees. He might very naturally not be inclined to consider his wife, sons, or daughters as employees when making up his pay roll - but should a serious accident occur to one of them while doing work that could well be and often is done by a farm hand, there would be a question whether the injured person was rightfully entitled to insurance benefits. Because of this conflict of interest, the insuring of small employers on a pay-roll basis has been, generally, an unhappy experience. Their pay rolls do not reflect all of the exposures to risk. And farmers usually do not keep pay roll or other records, anyway.

The formal, contractual relationship that directly applies workmen's compensation insurance to family members also raises the question of minors. Minor members of the family, working on the farm for wages, must usually be released from the obligation of service and from the parent's right to the child's earnings if the insurance is to include them. Some States, however, have inserted in their workmen's compensation acts the provision that, for the purposes of the act, a minor employee is regarded as having full legal competence.

In most States there are no specific limitations on the employment of minors in agricultural work after school hours or during vacations. Some States do have laws restricting the employment of minors, usually under 16 years of age, in certain dangerous or hazardous occupations - and working with machinery might be interpreted as such. It is important for farmers who are considering the usefulness of workmen's compensation insurance to their family to investigate their State laws governing family relationships in employment. Especially important in hiring "outside" minors to work on the farm are the compulsory school and labor laws which regulate the minimum age of employed minors. A farmer who fails to do this runs the risk of severe penalties if a minor working for him is injured, turns out to have been illegally employed, and a lawsuit results.

Workers whose employers have workmen's compensation insurance are considered to be adequately protected while on the job, even though the worker pay none of the premium. Premiums average about 2.6 percent of the annual pay roll (table 1). There is also a minimum premium requirement which is usually about \$50. It is this provision which keeps many farmers who have only a few employees or who hire only seasonal labor from taking workmen's compensation insurance.

Farmers, and particularly those who are already members of cooperative groups, might be interested in banding together to come within the minimum premium requirement and thus obtain the base rate. This might be done by organizing and appointing one of their number as a "labor contractor" to furnish labor for each of the cooperating farmers. The "labor contractor" would have to make a contract with each of them to perform certain services - perhaps a verbal contract would do. For example, the agreement might be to "plow, plant, and harvest" a certain acreage for which the farmer might agree to pay the "labor contractor" \$2 a day per man. The contractor would obtain the workmen's compensation insurance policy, having it made out to himself et al in order to cover all the employees working for him on the subcontract farms. He would pay wages, keep pay-roll records, and transmit premiums to the insuring company. Thus the minimum premium would be spread over several farmers and each would be able to obtain the base rate.

With this kind of a plan, the insuring company would escape the time and expense of selling and would therefore save servicing costs. The project might be discussed with local insurance people to see how it would fit into the State's law. If a farmer elects to be covered under the workmen's compensation law, then, of course, its provisions prevail.

The death benefits to beneficiaries of employees without dependents are generally less than to an injured employee with dependents. Yet no distinction is made between the two groups with respect to rates. Many persons recruited for farm labor will be young people and persons without families, and insurance companies would have to pay less for fatalities to this group. This fact would be somewhat of an offset to the increased hazard that comes from the use of inexperienced hands - for example, those brought to the farm by the labor-recruitment program.

Workmen's compensation policies may be issued by private companies or by State industrial commissions which administer workmen's compensation funds set up by the State. All States except Mississippi have some form of workmen's compensation law. Information and policy forms may be obtained from the State industrial commission, or the State insurance commissioner can furnish a list of the companies that write this type of insurance.^{1/}

Accident Insurance.- Accident insurance is usually purchased by the employer and employee for their own individual protection. No standard policy is issued. One policy may emphasize protection, and have a broad coverage - another may emphasize a low premium, which would necessarily limit the coverage. The buyer must choose the advantages he most desires; he cannot expect to get all of them without paying more.

^{1/} In Nev., N. Dak., Ohio, Oreg., Wash., W. Va., and Wyo., workmen's compensation insurance will have to be obtained from the respective State industrial commissions or similar groups established to administer the State accident insurance "fund." In eleven other States workmen's compensation insurance is written by the State or by private companies.

A farmer who wants to protect himself against financial loss in case he is accidentally injured will take one of the accident policies. This type of policy generally reimburses the injured for all or part of his medical, surgical, and hospital expenses, and pays indemnities for death, dismemberment, or loss of sight, according to a scale of benefits. Some policies provide for payment of double the principal sum in case of accidents which have a small probability of recurring. Where accident-expense reimbursement and income provisions are combined in the same policy, the buyer usually can choose between a lump-sum settlement and weekly payments beginning and ending at fixed times after the accident. Some payments run for life.

Accident policies, like employer's liability policies, have exclusions. Some of the chief accident-insurance exclusions are: Suicide or an attempt at suicide; disease or bacterial infection; hernia; sunstroke or heat exhaustion; injuries received while under the influence of intoxicants or narcotics; injuries received while committing an unlawful act; and carbon monoxide poisoning.

It is very important for anyone who buys accident insurance to understand the legal definition of an accident. For example, a man lifting one side of a tractor, which slips and falls on his foot, injuring it, would have been accidentally injured. On the other hand, if he strained his back without letting the tractor slip, the strain would be the result of an intended act, voluntarily performed exactly as intended, and would not have resulted from accidental means. Benefits would not therefore be payable under the accident policy.

An accident-insurance buyer should also look carefully at the policy to see whether the coverage is broad enough to be of real value on his farm. Many accident policies are designed for city workers and are not well adapted to a farmer's needs. Those issued by farm mutuals are perhaps exceptions, but all should be investigated. Policies achieve limited coverage by their own special exclusions - specifying particular conditions under which payment will be made for accidental injuries. Even if the accident occurs in the way specified by the policy, benefits under some policies may not be payable unless death, dismemberment, or loss of sight result. All such policies generally require some distinguishing external evidence of injury (except for drowning, which is sometimes covered). Under one policy, indemnities would be provided for injuries received while operating a tractor, but not while repairing it. Again, a man might be attacked by an enraged bull but he would not be indemnified unless he received the specific injuries listed in the policy - which may be dismemberment or loss of sight. In short, many accident policies simply do not cover numerous injuries that can happen on a farm.

A farmer who persuades his employees to buy accident insurance or who buys it for them does not thereby escape the possibility of being sued. The fact that he pays the premium does not make an airtight defense when the benefiting worker is injured and brings a liability suit against his employer. The farmer's action may show intent to provide protection for his employee, but the narrow provisions of the accident policy may well fail to cover his liability before the law.

A Farmer Should Know the Answers to These Questions About His Insurance

- (1) Does his employer's liability or his workmen's compensation insurance policy protect him against any and all probable injury claims by an employee? What are its limiting conditions? (Neither of these policies indemnifies him or members of his family in case they are injured.)
- (2) If he has an accident policy on himself, does it cover the hazards and injuries that are most likely to occur? Are the benefits sufficiently large for the policy to be of real value to him? Does it provide for the payment of the principal sum if, after a prolonged period of disability for which weekly benefits are received, death or dismemberment follows?
- (3) When does the policy expire?
- (4) Do he and the members of his family know the time limit within which accidents should be reported? (Immediate notice is usually required in case of a fatality and from 10 to 20 days in case of injury.) Do he and members of his family know where the policy is kept so they can find the name and address of the company to whom the information must be furnished?
- (5) Does he know what facts are required by the insurance company in case an accident occurs? (Proof that the injury was accidental is necessary under accident policies on himself or members of his family, and proof that he was not negligent with respect to his working facilities is required in connection with employer-liability protection.)
- (6) What is the legal age limit in his State, and do recent changes in the law permit him to hire minors without invalidating his employer's liability or workmen's compensation policy?
- (7) Is he paying for a policy that does not give him the protection he thinks it does? The cheaper accident policies are generally too limited to be of much real value.
- (8) In the matter of transportation of workers, if the truck owner has a public liability policy covering bodily injury, does he know he should obtain from his insurance company a "rider" covering the hauling of fellow workers to and from work?
- (9) Has he a clear idea as to which kind of policy is best for him? It is generally conceded that the standard workmen's compensation policy most adequately meets the insurance needs of both farmers and workers. In many cases the scheduled rate under workmen's compensation insurance is the same as that for straight employer's liability protection, and the coverage under the latter is more limited. The usual maximum upper limit of liability at base rates under the workmen's compensation policy is \$25,000, whereas it is \$5,000 or \$10,000 under the employer liability policy with comparable premiums. A farmer who has an annual pay roll equal

to or a little less than the figure shown opposite his State in the fourth column of table 1 should consider workmen's compensation insurance if he plans to obtain employer-liability protection

- (10) Does he know with certainty that the insurance company is legally licensed to do business in his State? Mail-order policies should be investigated most carefully. (Companies that are not licensed in his State do not have to file their policy forms with the insurance commissioner or post bond with him. The farmer would have to go to the State in which such company is domiciled in order to file suit against the company.)

Prevention of Accidents Particularly Important to Uninsured Farmer

If a farmer does not have insurance that protects him against claims by an injured employee or against financial loss in case he himself is injured, he must carry these risks. He can reduce them by:

- (1) Providing safe working conditions for his help.
 - (a) Making repairs as needed to machinery and equipment, especially where a condition could be considered as contributing to an accident.
 - (b) Removing all possible hazards insofar as this is possible.
- (2) Instructing his help in ways to avoid accidents.
- (3) Practicing personal safety at all times and cautioning his help to do likewise.
- (4) Not assigning minors to hazardous jobs.

Recommendations

Farmers should first consider a standard workmen's compensation insurance policy, for this type of insurance both protects the employer against injury claims and provides broad benefits for the injured worker. The rates are usually no higher than those charged for employer's liability insurance without the worker benefits. The high annual minimum premium is one of the principal reasons why small farmers do not take the insurance.

The rates are considered reasonable for farmers who have several employees or where the annual pay roll is in excess of the figure opposite his State in the fourth column of table 1.

Small farmers who feel that the minimum premium is too high should take the following steps:

- (1) Write the State insurance commissioner for the names of companies that write this type of insurance in his State. (Local insurance representatives will be able to tell the farmer if their companies write this insurance)

(2) Find out whether one of these companies will accept a reduced minimum premium for a period less than a year, say 6 months or less, if the farmer will use hired labor only for a short period.

(3) Find out whether the company will accept a pay-roll record, kept by the farmer, covering only "outside" hired labor. It may be necessary for the farmer to get each hired hand to sign opposite his name on the pay roll as a receipt for the amount received. (These pay-roll records would have to be retained by him as the insurance company may want to see them, and their total for the period is the basis for any adjustment of the "advance" premium which the farmer would have to pay.)

(4) If the insurance company will not quote a minimum premium under workmen's compensation insurance for periods shorter than a year, can this farmer and several other farmers band together in an arrangement, such as that mentioned on p. 4, to share the annual premium? (This arrangement would have to be with the full knowledge and consent of the company and must meet State laws.)

If the farmer cannot get workmen's compensation insurance, then the next best policy is straight employer's liability insurance. Many companies also write this insurance at a premium rate based on pay roll, with a minimum premium that is just as high as for workmen's compensation insurance, but the farmer may be able to find a company that writes it at a flat rate of so much per year, 6-month period, or "man month" of hired labor. Certain farm mutual casualty insurance companies write this type of policy or the farmer may be able to obtain it through one of the farm organizations in his State.

As a last resort, the farmer might suggest to the worker that he take out some form of accident policy. This would not protect the farmer against suit by the worker in case of injury, but there would be less likelihood of the worker's filing suit if he collected for the injury from another source.

APPENDIX

Rates and Benefits Under Different Types of Insurance Policies

Employer's Liability.- Several insurance companies charge an average of \$2.60 per \$100 of total annual pay roll for this type of insurance, with an average minimum premium of about \$50 per year, for which the farmer is "covered," up to \$5,000 per accident, or \$10,000 if more persons than one are involved in the same accident. One company issues a policy in some States for \$13.50 per employee per year, which gives essentially the same protection. A mutual company operating in one State charges \$5 for 6 months of hired labor, with a minimum premium of \$10 and an initial policy fee of \$5. The protection offered is about the same as that mentioned above.

Workmen's Compensation.- Following is an explanation of the use of table 1, showing benefits under State workmen's compensation insurance, with Alabama used as an illustration.

In Alabama the premium rate for workmen's compensation insurance by companies adhering to the rates made and filed by the National Council on Compensation Insurance is \$1.12 per \$100 of annual pay roll for "general farm" labor.^{2/} On account of the minimum premium requirement of \$50, a farmer who hires less than \$4,465 worth of labor per year would have to pay for his insurance at a rate higher than 1.12 percent. In the calculation of the annual pay roll, the value of board and lodging must be included if the wages are in addition to them.

If an accident occurred to a hired hand while he was performing his farm duties, which resulted in a minor injury and prevented him from doing his work, he would receive a weekly "temporary disability" payment which in Alabama is equal to 65 percent of his wages, for a maximum of 300 weeks with the provision, however, that the 65 percent shall not be more than \$18 a week nor less than \$5 a week. In the case of Alabama, this minimum applies only in case of "total" temporary disability; in other words, if the temporary disability is "partial" and the employee is able to perform some of his duties during the period of recovery, he might receive less than \$5 a week, but no more than \$18.

The loss of a thumb might constitute permanent disability while the loss of a finger might be considered a temporary disability. The same weekly benefits would be paid in case of a permanent disability, but it would last for 400 weeks in case of a partially disabling permanent injury and 550 weeks in case the permanent injury were totally disabling. The maximum set on these total weekly payments in Alabama is \$7,950 for totally disabling permanent injuries.

Medical, surgical, and hospital benefits would be limited to expenses up to \$200 incurred within 90 days of the date of the accident.

^{2/} Rates differ by type-of-farming enterprises.

benefits under workmen's compensation laws, by States
 minimum as of Jan. 1, 1942; benefits as of July 1940)

State	Rate per \$100 payroll for general farm class- ification	Minimum annual payroll to ob- tain rate	Maximum sur- vival or hos- pital aid	Disability benefits			Permanent disability			Temporary disability			Death benefits			If no depend- ents
				Maximum and minimum weekly payments	Percentage of wages	Maximum number of weeks	Maximum amount	Maximum and minimum weekly payments	Percent- age of wages	Maximum number of weeks	Maximum amount	Maximum and minimum weekly payments	Maximum number of weeks	Maximum total amount	Funeral expenses (addi- tional)	
				Dollars	Percent	Number	Dollars	Dollars	Percent	Number	Dollars	Dollars	Percent	Number	Dollars	
Ala.	1.12	50	4,465	200	18-5	65	T. 7,950	T. 7,950	65	T. 400, P. 240	-	18-5 or A	65	300	125	850
Ark.	2.51	50	1,993	500	MA	65	MA	MA	65	T. 400, P. 240	-	MA	65	300	150	
Calif.	3.78	50	2,061	500	25-17	65-40	P. 3,640	T. 25-T. 4.17	65	240	5,999.76	25-17 or A	65	240	6,000	
Colo.	2.71	56	2,037	500	14-5	50	T. Life	14-5	50	T. Continuation	P. 1,820	14-5	50	312	4,375	
Conn.	2.75	56	2,037	500	25-7	50	T. Life	25-7	50	520	-	25-7	50	312	200	
Del.	1.25	13	1,040	150	15-5	50	T. 4,000	15-T. 5	50	T. 475, P. 285	T. 4,000	30-10	60	285	-	
Fla.	1.29	50	3,876	500	18-6	60	5,000	18-6	60	T. 350, P. 260	5,000	18-4	60	350	100	
Ga.	1.66	50	3,031	500	20-4	50	7,000	T. 20, P. 12-T. 4	50	T. 350, P. 260	5,000	12-6 or A	65	300	150	500
Ia.	2.45	100	1,017	500	16-T. 6	55	-	T. 20, P. 15-T. 7.50	55	T. 400, P. 240	T. 7,000	12-6 or A	65	400	100	1,000
Ill.	2.73	56	2,052	500	20-7.50	55	-	T. 20, P. 15-T. 7.50	55	T. 400, P. 240	-	12-6 or A	65	400	200	1,000
Ind.	2.56	90	1,974	500	16-50-8.80	55	5,000	16-50-8.80	55	T. 500, P. 300	5,000	16-50-8.80	55	300	5,500	
Iowa	1.82	50	2,748	600	15-6	60	5,000	T. 15-T. 6	60	T. 300	-	15-6	60	300	4,000	
Kans.	2.29	51	1,970	500	18-6	60	-	T. 18-T. 6	60	T. 416	6,000	18-6	60	300	4,000	750
Ky.	1.59	90	3,145	200	T. 15, P. 12-5	55	T. 6,000	15-T. 6	65	T. 416, P. 333	6,000	12-5	65	335	150	100
La.	1.91	90	2,618	250	20-3	65	400	20-T. 3	65	T. 300	-	20-3	65	300	150	
Maine	2.24	90	2,233	500	18-6	66 2/3	T. 6,000	18-T. 6	66 2/3	T. 500, P. 300	-	18-6	66 2/3	300	4,000	300
Mass.	2.67	33	1,461	500	18-T. 7	66 2/3	T. 6,000	T. 18, P. 20-T. 8	66 2/3	T. 312	T. 3,750	18-8 or A	66 2/3	416	5,000	125
Mich.	2.61	50	1,916	500	20-8	66 2/3	T. 3,750	20-T. 8	66 2/3	T. 312	T. 3,750	20-8 or A	66 2/3	416	5,000	125
Minn.	3.04	36	1,250	500	20-8	66 2/3	10,000	20-T. 8	66 2/3	T. 300	T. 9,000	20-8 or A	66 2/3	300	7,500	150
Miss.	3.11	36	1,250	500	20-8	66 2/3	10,000	20-T. 8	66 2/3	T. 300	T. 9,000	20-8 or A	66 2/3	300	7,500	150
Mo.	3.72	100	2,689	500	20-6	66 2/3	T. Life, P. 400	20-T. 6	66 2/3	T. 400, P. 100	-	20-6 or A	66 2/3	400	150	250
Mont.	3.72	100	2,689	500	20-6	66 2/3	T. Life, P. 400	20-T. 6	66 2/3	T. 400, P. 100	-	20-6 or A	66 2/3	400	150	250
Neb.	3.29	64	2,689	500	20-6	66 2/3	T. Life, P. 400	20-T. 6	66 2/3	T. 400, P. 100	-	20-6 or A	66 2/3	400	150	250
Nev.	MA	MA	-	500	15-6	66 2/3	T. Life, P. 400	15-T. 6	66 2/3	T. 400, P. 100	-	15-6 or A	66 2/3	400	150	250
N.H.	2.26	50	2,213	500	15-7.50	66 2/3	T. Life, P. 240	15-T. 7.50	66 2/3	T. 400, P. 240	T. 7,200	15-7.50	66 2/3	400	150	250
N.J.	4.40	50	910	500	20-10	66 2/3	T. 400, P. 500	20-T. 10	66 2/3	T. 300	-	20-10 or A	66 2/3	300	5,400	200
N.M.	2.34	100	4,274	400	18-10	60	T. 550, P. 180	18-T. 10	60	T. 550	T. 5,000	18-10	60	300	150	(Burial)
N.Y.	5.62	96	1,709	500	25-8	66 2/3	T. Life, P. 312	25-8	66 2/3	T. 550	T. 5,000	25-8	66 2/3	300	200	150
N.C.	1.69	50	2,959	500	18-7	60	T. 400, P. 300	18-T. 7	60	T. 400, P. 300	6,000	18-7	60	350	6,000	200
N.Dak.	3.16	50	-	500	20-6	66 2/3	T. Life, P. 450	20-T. 6	66 2/3	T. 400, P. 300	6,000	20 Max.	60	350	15,000	200
Ohio	3.00	MA	-	500	18-75-8	66 2/3	T. Life, P. 215	18-75-8	66 2/3	T. 312	T. 3,750	18-75 Max.	66 2/3	410	6,500	200
Okl.	2.64	60	2,273	500	18-8	66 2/3	P. 4,500	18-8	66 2/3	300	T. 4,000	18-8	66 2/3	300	5,400	200
Oreg.	3.72	75	2,017	250	35(No.) Min.	66 2/3	2,400	T. 97-T. 30 (No.)	66 2/3	P. 104	-	18 Max.	66 2/3	300	100	200
Pa.	2.00	25	1,250	150	18-5	66 2/3	T. 7,500	18-5	66 2/3	T. 500, P. 400	T. 7,500	18 Max.	66 2/3	300	200	200
R. I.	3.40	66	1,942	250	20-7	50	1,000	20-7	50	T. 500, P. 300	T. 5,500	20-7	50	500	300	200
S. C.	1.59	50	3,145	500	25-5	50	T. 500, P. 200	25-5	50	T. 500, P. 300	T. 5,500	25-5	60	350	5,500	200
S. Dak.	2.45	50	2,041	300	15-7.50	55	T. Life, P. 312	15-7.50	55	T. 500, P. 300	T. 5,500	15-7.50	60	350	3,000	150
Tenn.	1.49	50	3,356	200	16-5	60	T. 500, P. 400	16-5	60	T. 500, P. 400	-	16-5 or A	50	400	5,000	100
Texas	2.80	36	1,286	500	20-7	60	T. 401, P. 300	20-7	60	T. 401, P. 300	-	20-7	60	360	5,000	100
Utah	3.56	16	1,293	500	20-7	60	T. Life, P. 200	20-T. 7	60	T. Life, P. 200	T. 6,250	20-7	60	312	7,500	150
Vt.	2.94	200	2,994	200	15-7	50	T. 500, P. 300	15-T. 7	50	T. 500, P. 300	T. 6,000	15-7	50	300	3,500	100
Wa.	1.67	50	2,994	200	15-7	50	T. 500, P. 300	15-T. 7	50	T. 500, P. 300	T. 6,000	15-7	50	300	3,500	100
Wash.	1.78	26	1,461	500	T. 16-6	55	T. 6,000	T. 16-6 Min.	55	T. 600, P. 300	T. 6,000	16-6	55	300	5,500	150
W. Va.	2.70	75	2,778	800	18-8	66 2/3	T. Life	18-8	66 2/3	T. 78	6,000	18-8	70	250	150	100
Wis.	MA	52	1,562	500	T. 21-14	70	T. 5,000	T. 21-7.35	70	T. 78	6,000	T. 21-7.35	70	250	6,000	200
Wyo.	3.62	MA	550	500	Mo.	-	T. 5,000	T. 22-50-T. 12.50	-	-	-	Mo.	-	250	8,500	250

Abbreviations used: T. = total; P. = partial; A. = actual; MA = not available; Reas. = reasonable; Max. = maximum; Mo. = monthly; Min. = minimum; Reas. = necessary.

1/ Or until infant dependent reaches 18.

2/ Reduced after 300 weeks to 45 percent, with maximum \$10 and minimum \$4.50 weekly.

3/ Or until infant dependent reaches 18.

4/ In all cases with burial expenses up to a maximum of \$150, a flat rate pension to widow, widower and children, or to parents of an unmarried minor, of a minimum of \$5 to a maximum of \$55 per month will be paid during life or widowhood or in case of children until 18 years of age.

5/ \$1,000 if dependents are not citizens or residents of the United States or Canada.

6/ Additional benefits for children under 15.

Data adapted from information obtained from the following agencies: U. S. Dept. of Agriculture; National Manual of National Council on Compensation Insurance; and Insurance Bar.

In the case of disability benefits, some States provide payment of actual wages if less than the prescribed minimum.

In case of death, the beneficiary of the deceased employee who leaves dependents would receive 65 percent of the employee's weekly wage, up to a maximum of \$18 a week for 300 weeks. If the 65 percent amounted to less than \$5 a week, the employee's beneficiary would get the actual 65 percent. The company would make an additional payment of \$125 for funeral expenses. If the employee left no dependents, a payment of \$125 would be made to meet expenses of the last sickness and/or burial.

Accident Insurance.— The rates charged for a personal accident policy by one of the leading accident insurance companies for the particular benefits listed in the table are shown below (for male farm owners):

	<u>Annual premium</u>
Death benefit of \$1,000	\$ 3.15
Total disability benefits at \$15 a week for a maximum of 52 weeks, and for life if at end of that time the insured is unable to engage in any occupation	15.45
Medical reimbursement, up to \$500	26.00
Double indemnity feature, that is, another \$1,000 paid in case of death while a passenger on railroad or if killed by lightning, hurricane, tornado, etc.	3.30
Hospital, nurse, and surgical expenses, up to maximum of \$25 for each week the insured is confined to a hospital up to 10 weeks.	4.00
Partial disability, at \$6 a week for 26 weeks (limited to 40 percent of total disability benefits for half the time, that is, 40 percent of \$15)	1.68
Total	<u>\$53.58</u>

If a different set of benefits is selected, different rates would, of course, be charged. The rate for farm owners is approximately 2.5 times as high as the rate for bankers, lawyers, and clerks, and the rate for farm hands is approximately 4 times as high.

One company offers a limited accident policy for \$14.50 per year which pays a principal sum of \$500 and pays daily benefits of \$2 per day, from the first day of injury, for a maximum of 1,000 days. For an additional \$5 per year the company will pay hospitalization at \$3 a day up to 50 days. This policy has the usual exceptions: Suicide, the malicious intentional act of another (except assaults by burglars), injuries that do not produce visible marks on the body (except drowning), injuries sustained while intoxicated or committing a felony, and as a result of aerial navigation. Aside from these reasonable exceptions, all injuries sustained through accidental means, whether occupational or nonoccupational (on or off the job), are covered. There is no policy fee and the insurance may be paid for monthly, quarterly, or semiannually, at proportionately higher rates.

An accident insurance policy introduced in 1942 for use by members of the Volunteer Land Corps who did farm work in Vermont and New Hampshire, cost \$10 for 3 months and provided indemnification up to \$500 for loss of life and up to \$5,000 for permanent disability.

Supplement No. 1 - Handbook of Materials for the Victory Farm Volunteers

relating to
Insurance Information, Form 6

The Insurance Division of the Bureau of Agricultural Economics has made arrangements with the Health and Accident Underwriters Conference, a group of insurance companies, to write a personal accident policy for the Victory Farm Volunteers. Accident insurance is not compulsory, but it is highly desirable. The policy may be obtained from any one of the companies listed on the back of the application, by mailing the application and premium direct to the company that is chosen.

Provisions of the V.F.V. Personal Accident Policy

Victory Farm Volunteers and their supervisors can get a special accident policy from a number of insurance companies at a much reduced rate. The policy will insure the worker for 3 months and will pay X-ray, doctor's, hospital and any medical expense incurred in connection with an accident, up to \$250. It provides \$500 for loss of life and up to \$1,000 for loss of limbs or loss of sight. It will cover the workers 24 hours a day in all places, at work or at play, and will remain in effect for the full 3 months, even though he does not remain in farm work for that period of time. The policy costs \$4. It can be renewed for an additional 3 months for \$4, or for an additional month for \$1.50.

The policy is a personal accident policy for these workers. It does not insure the farmer's liability in case of injury to the workers.

Application Forms for the V.F.V. Policy

Availability of the insurance can be called to the attention of the youth when they turn in their V.F.V. registration blanks, which provide a space for the parent's signature approving the son's (or daughter's) working on the farm.

If the application forms are sent to parents, postage should be used. The farm labor funds may be used for payment of this postage. It may be desirable for the County Extension Office to give sufficient application forms to the local school adviser or other responsible person in charge of the V.F.V. group who would give them to the parents.

VICTORY FARM VOLUNTEERSSuggested Form for Physical Examination

Experience last summer showed the desirability of a physical examination for Victory Farm Volunteers, made by a doctor. Moreover, it is only fair to all concerned that healthy, reasonably strong youth be employed. It is suggested that wherever possible a physical examination by a licensed physician be a part of the employment procedure.

In many instances the high school physician will be able to give and sign for the examination.

Some of the pertinent factors and a possible form which a volunteer might ask his physician to fill out and mail to the school adviser or other designated person follow. This material was contributed by the Children's Bureau, U. S. Department of Labor.

In deciding if a boy or girl is physically fit for this work full consideration should be given to the following factors: (1) The boy or girl admitted to the Victory Farm Volunteers will be expected to undertake strenuous work; (2) the new environment may be unfavorable to individuals with pronounced allergic tendencies; (3) the close association of considerable numbers of youth workers will afford opportunity for rapid spread of infectious conditions if these are introduced. For programs in which the Volunteers are to live away from home, it should also be borne in mind that provision of medical, dental, or nursing care for workers who become ill may be difficult.

Causes for rejection from any farm work program will include the following:

Organic heart disease	Absence or paralysis of a limb
Epilepsy (unless very mild)	Communicable infection
Active tuberculosis	Demonstrable lung lesion
Diabetes	Hernia, manifest or latent
Marked muscular underdevelopment	Well-defined mental retardation
Marked undernutrition or obesity	or emotional instability

Hay fever would be cause for exclusion during the season that the boy or girl is affected. Severe asthma, or asthma known to be aggravated by allergens likely to be encountered in the farm environment, would also be cause for rejection.

For boys or girls who are to live away from their own homes, there would be additional conditions that would be cause for rejection, such as history of rheumatic fever or abscessed teeth.

VICTORY FARM VOLUNTEERS
Physical Examination Record

(Date) _____

(Last name) _____

(First name) _____

(Middle name) _____

(Age last birthday) _____

(Color) _____

(Sex) _____

(Street and no. or RFD) _____

(City or town) _____

(County) _____

(State) _____

HISTORY

Existence or history of rheumatic fever,
chorea, heart disease, epilepsy, tuber-
culosis, diabetes

Hay fever (note season) or asthma (note
known sensitivity if pertinent)

Severe or recurrent illness or major
operative procedure within past 12
months

PHYSICAL EXAMINATION

Condition satisfactory

Yes

No (specify)

Development and nutrition

Gross deformity or impairment

Evidence of infection (skin, eyes,
ears, nose, throat, other)

Teeth

Heart

Lungs

Hernia

Apparent mentality and emotional
stability

Other (specify) _____

ACCEPTED _____

REJECTED _____

RECOMMENDATION _____

(signature of a licensed physician)

VICTORY FARM VOLUNTEERS SCHOOL ADVISER'S FORM

For use in interviewing possible V.F.V. recruits. This or some similar form should be signed by the official high school V.F.V. adviser and should be attached to the worker's application blank (Form I).

Name of Volunteer _____ Date _____

1. Aptitude: Previous experience in farming _____

In gardening _____ In camping _____

In mechanics or shopwork _____ Hobbies _____

_____ Athletics _____

Other group activities _____

Drivers permit _____

2. Motivation: Why does volunteer want to work on farm during the summer? _____

3. Parents' attitude: _____

4. Willing to work: Is volunteer willing to do the work reasonably expected of him; will he be persistent in sticking to the job? _____

5. Quick to learn: Is he quick to learn how to do new jobs and skills and take constructive suggestions? _____

6. Attitudes: Is there a good chance that the Volunteer will get along with the farm family and community? Can he adjust to farm family's customs? _____

7. Preparation: What preparation will the volunteer undertake to fit himself for his summer's farm work? _____

(no time for this in 1943 - use in 1944)

8. Understanding: Does the volunteer understand what will be expected of him on the farm and what he will get in return? _____

9. Physical stamina: Have you seen physician's health examination? _____

10. Comments: _____

11. Recommendations: _____

School Adviser _____

MESSAGE TO FARMERS

(Receiving Victory Farm Volunteers)

You have been selected to receive a Victory Farm Volunteer for the summer. A volunteer has been assigned to you not only because you need assistance in helping the nation reach its 1943 Food Production Goals but also because it was felt that you would possess the necessary understanding and patience required in helping these young people adjust themselves to a new family and a different social life. With proper guidance and training they can make a real contribution to your food production and become acceptable members of your family and community.

The Victory Farm Volunteers have been selected because they have expressed a desire on their part to help the nation meet its food production goals. You have a responsibility to see that the employment of this young person is reasonably good business for you and also is advantageous to the youth by what he learns, by increase in strength and by wages fairly paid. The following suggestions have been prepared with a hope they may be of help to you.

Remember

1. The Victory Farm Volunteer is young and inexperienced; his muscles are none too hard. He may tire easily. He is probably growing rapidly. Break him into his work gradually, the same way you would your horses in the spring. See also that he has plenty to eat and plenty of sleep so that he can do the work you may require of him. He will need the normal three good meals a day, but fruit, cookies or cold milk between meals or before going to bed will keep him happy; he can work more efficiently. It may take two weeks to toughen him up.

2. Your Victory Farm Volunteer wants to help or he would not have come. He wants to learn and expects to be taught. He is not like the experienced hired man who can work without much direction. The volunteer may not even know the names of farm tools, machinery and crops. He will be unfamiliar with many of the farm jobs. Show him how to do them. Repeat the operation until he can perform them successfully. He will be happier. You will get your work done right. The more jobs you show him how to do the more help he will be to you. Do not fail to express your appreciation when he does things right. It will increase his self-reliance and initiative. He will like to work for you.

3. The Victory Farm Volunteer is to live in your family. The better he understands the ways and customs in your household the fewer difficulties may occur later. He has been accustomed to much group activity rather than doing things alone. Have an understanding with him about time off. See to it that he meets other volunteers and joins in local picnics and neighborhood affairs. The exchange of social and recreational experience will be beneficial not only to him but to the young people in your community.

Wages

After a study of the local farm wages your county advisory committee has set \$_____ a month in addition to board, lodging, and laundry as a minimum wage for a volunteer. He had better have accident insurance and money for his round-trip fare between his home and the farm. Be sure you both have the same understanding about wages, insurance, etc.

Safety

The youngsters will need to be taught to put the mower, the tractor, the combine, and other machines out of gear before trying to make adjustments or repairs and never to step in front of a cutter bar. They should learn to approach farm animals quietly and handle them gently. They should be taught to wear clothes that are not a hazard to themselves and to avoid exposing themselves more than necessary to the sun. Salt in the drinking water when they sweat freely may prevent their being overcome with the heat and make them more comfortable. There is a hard way and an easy way to do each task. Teach them the easy way, to avoid strain, fatigue, and probable accident. Point out safe working habits.

Emergency Farm Labor Assistant, (V.F.V.)

The emergency farm labor assistant of the Victory Farm Volunteers is the representative of the farmers who need additional labor on the farm as well as the youth who desire to help satisfy such a need. If the volunteer is not satisfactory, the emergency farm labor assistant may find another volunteer better suited to your situation. See him first before you discharge the boy or girl.

The emergency farm labor assistant will give you the name and the time of arrival of volunteer assigned to you. You are expected to meet the volunteer at the train or bus upon arrival.

A Friendly Thing to Do

The volunteer's mother will greatly appreciate receiving a post card from your wife telling how her boy or girl is getting along on your farm while away from home.

Hints

When you criticize be definite, clear and fair.

Give praise when it is earned.

It doesn't pay to lose your temper. You may not have made yourself clear.

Do not expect the volunteer to do a man-size job for the first two weeks. Give him time to harden up.

Remember he may be lonely. Ask about his family occasionally. Give him the opportunity to meet with others of his age.

Do not expect the volunteer to learn without experience. He will catch on as you explain clearly and patiently.

REPORT ON VICTORY FARM VOLUNTEERS BY THE FARMER

Form XI

Date _____

Name of Farmer _____ Address _____

Names of Volunteers you have employed:

1. _____ Boy: _____ Girl: _____ Were you satisfied with this Volunteer as a person? _____ As a worker? _____
2. _____ Boy: _____ Girl: _____ Were you satisfied with this Volunteer as a person? _____ As a worker? _____
3. _____ Boy: _____ Girl: _____ Were you satisfied with this Volunteer as a person? _____ As a worker? _____
4. _____ Boy: _____ Girl: _____ Were you satisfied with this Volunteer as a person? _____ As a worker? _____

Do you consider that the Volunteers who have worked for you are worth the expense and trouble involved in taking them?

What farm work did the Volunteer (or Volunteers) help you with?

Would you recommend the Victory Farm Volunteers to your neighbors as a means of relieving the farm labor shortage?

Would you take Victory Farm Volunteers next year if you need help? (This does not commit you)

Would you re-employ any of the Volunteers you had this year? If so, whom?

As the war goes on, available labor may get even more scarce. What kind of training could agricultural colleges and high schools give to city youth, which would make them more valuable to you in 1944 and 1945? The whole training program during the winter of 1943-44 will be affected by your suggestions written below.

Remarks:

REPORT BY VOLUNTEER

Date _____

Name _____ Age _____ Date of birth _____

Home address _____
Street and number _____ City _____ State _____

Name and address of farmer you are now working for _____

Names and addresses of other farmers you have worked for this summer:-

_____State reasons for the change: _____
_____At what wage did you start this summer? \$ _____ Did you receive _____ To
an increase? _____ what _____What time did you usually start work in the morning and when did you
usually quit? _____Do you think you were strong enough for the work? _____
Briefly list the main farm tasks you have learned to do this summer:-

Did you have any accidents? _____ If so, what? _____

Will you recommend the Victory Farm Volunteer to your friends as a way
to help attain 1944 food goals and to gain a valuable experience? _____Would you like to continue your farm volunteer work next summer if
circumstances permit? _____

Would you like to return to the same farm you are on now? _____

What local community activities did you participate in (Church, choir,
Grange, 4-H square dances?) _____Did you take part in any of the Victory Farm Volunteer group
activities _____ What did you think of them? _____What training could your high school or a 3-week study period at an agri-
cultural school give to high school students in the winter of 1943-44, to
help them prepare for effective farming next summer? Please write your
best judgment on this problem in the space below:

Remarks:

REPORT ON VOLUNTEER BY EMERGENCY FARM LABOR ASSISTANT (VFV)

Name of Assistant _____

Volunteer _____ Sex _____ Date _____

How many times did you see this volunteer during his work period? _____

WHAT FARMERS DID THIS VOLUNTEER WORK FOR?

1. Name _____ Address _____

2. Name _____ Address _____

3. Name _____ Address _____

If this volunteer left before finishing the job or was transferred from one farm to another, please state reasons.

What do you think of this volunteer as a person?

What do you think of this volunteer as a worker?

Did any special problems arise in relation to this volunteer? If so, what were they, and how were they met?

Do you think this volunteer has the maturity, imagination, and personality for possible leadership next year in Victory Farm Volunteer activities? Explain:

If this volunteer did not make good, what do you think was the reason?

(Over)

- 2 -

Did he adjust well to (1) farm work? Yes___ No___ (2) family life?

Yes___ No___ (3) community life? Yes___ No___.

Special comments on relationship of volunteer to work, family, to community, and to Victory Farm Volunteers program as a whole:

How many times did you see this Volunteer during the work period?

If labor gets scarce enough, it may be wise to give city youth agricultural training during the winter of 1943-44. This might somewhat match skill with good intentions. Please write below your considered judgment as to what kinds of training could be given either in city high schools or short courses for city high school students in agricultural schools.

MESSAGE TO VICTORY FARM VOLUNTEERS

- I. Introduction
- II. Before arriving at the farm
 1. Prepare yourself
 - a. Physically
 - b. Mentally
 - c. Socially
 2. Get your equipment ready
 3. The emergency farm labor assistant (VEV)
 4. Getting to the farm
- III. After arriving at the farm
 1. What to expect
 2. Work
 3. Learning
 4. Keep well
 5. Safety
 6. People you will get to know
 7. Recreation and community activities
 - a. Country life
 - b. Hospitality
 - c. Church
 8. The importance of conduct
 9. Bear in mind

MESSAGE TO VICTORY FARM VOLUNTEERS

Welcome to the Victory Farm Volunteers! You have volunteered to help the Nation reach its food production goals for 1943. Like the job of the soldiers, the sailors, and the others who are fighting the war, your hours will be long, the discipline hard, and the reward a sense of having made a worth-while contribution. You are going to live with strangers, farmers whose way of life may be entirely new to you. You are going to do unfamiliar work, that is hard, and that will try muscles you don't even know you have. There will be times at first when you may wish you were at home, but after you have learned how to live this new life you will find that you will be proud of your accomplishment.

This is a challenge to you. If you meet it, the rewards will be great. You can learn much that will be valuable to you throughout your life. You can absorb some of the wisdom and tradition of the people with whom you will live. You can develop physically in a way that will amaze your friends when they see you again in the fall. You can increase your ability to meet new people and to learn from new and different experiences. Above all, you can have the great satisfaction of being useful in time of national crisis.

It all depends on you. Make up your mind to do the following things, and the rest will come of itself: First, you are doing your part in a national emergency; therefore no personal interests are going to prevent you from doing your best. Second, your spirit is going to be the spirit of the boys who go into the army; you are ready to take whatever comes and do a good job of it. Finally, you are going to win the respect of the people you live with by being as helpful as possible, by being a good sport, and by adapting yourself to their ways.

Before Arriving at the FarmPrepare yourself.

Physically. Anything you can do to get yourself in good physical condition before you leave for the farm will make your first days there easier and more successful; walk as much and as far as possible, do gymnasium exercises or take part in sports; when you have to go up a few flights of stairs, walk up instead of taking the elevator. If friends or relatives have farms which you can visit, go out and lend a hand. Be sure to take the precaution of having a physical check-up.

Mentally. Get a few practical U. S. Department of Agriculture pamphlets from the school library and a few books that deal with farm life, agriculture, and the history of the area where you will work. When visiting farms learn the names of tools, farm operations, etc.

THE HISTORY OF THE UNITED STATES

The history of the United States is a story of growth and change. It begins with the first settlers, who came to the New World in search of a better life. They found a land of opportunity, but also a land of challenge. The early years were marked by conflict and struggle, as the settlers fought to establish their own communities and defend themselves against the forces of nature and the native population. Over time, the United States grew from a small colony into a great nation, with a rich and diverse culture. The story of the United States is a story of the American dream, of the pursuit of happiness and the promise of a better future for all.

The United States has a long and proud history, and it is a country that has made many contributions to the world. From the first settlers to the present day, the United States has been a land of freedom and opportunity. It is a country that has stood for the principles of democracy and the rights of all people. The history of the United States is a story of the American spirit, of the courage and determination of the people who have built this great nation.

The United States is a country that has made many contributions to the world. It is a country that has stood for the principles of democracy and the rights of all people. The history of the United States is a story of the American spirit, of the courage and determination of the people who have built this great nation. The United States is a country that has made many contributions to the world. It is a country that has stood for the principles of democracy and the rights of all people. The history of the United States is a story of the American spirit, of the courage and determination of the people who have built this great nation.

Socially. Get in touch with others in your school who have joined the VFV's and go over some of these things with them. Participate in as many group activities as possible with them. Get to know other families with backgrounds that are different from yours. It will help you in making the adjustment to a farmer's way of life.

Get your equipment ready.

Starred items are essential, the rest are optional. Where there are numbers of articles of clothing, the smaller number is absolutely necessary, the larger number is recommended.

Boys

- * 2-3 pairs of blue jeans (dungarees)
- * 3-6 cotton shirts with long sleeves. (This is in case you get sunburned)
- * 4-6 pairs of cotton or 40% wool socks.
- * 1 pair of work shoes. The best kind are boots that come just above the ankle and have composition or rubber soles.
- 1 slicker or rain coat.
- 1 pair of high boots.
- * 1 good suit and outfit.
- * 1 extra pair of old shoes.
- * 2-3 pairs of pajamas.
- * 3-5 sets of underwear.
- * 1 heavy sweater and/or jacket. It may get cold at night.
- * toilet articles.
- 1 pair of cotton work gloves.
- 1 bathing trunks.
- bedroom slippers and bathrobe.
- 1 old hat to wear outside at work. Straw or denim are the coolest.

Girls

- * 2-3 pairs of blue jeans.
- * 3-6 cotton shirts with long sleeves. (This is in case you get sunburned)
- * 4-6 pairs of cotton or 40% wool socks.
- * 1 pair of heavy work shoes (preferably similar to those recommended for boys).
- * 2-4 cotton dresses that are easy to wash and iron.
- 2 cotton aprons.
- * 2 pairs of stockings (more if desired).
- * 1 pair of extra old shoes.
- 1 pair of rubbers.
- 1 slicker or rain coat.
- * 4-6 sets of underwear (NOT silk or satin that needs ironing).
- * 2-3 slips.
- * 2-3 pairs of pajamas or nightgowns (NOT silk or satin).
- * 1 good outfit.
- * 1 coat that can be worn anywhere.

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- 1 hat for work outside.
- 1 pair of cotton work gloves.
- * 1 heavy sweater and/or jacket (leather or denim).
- 1 bathing suit.
- bedroom slippers and bathrobe (not mules).
- * toilet articles (as few as possible - you don't need to make up for the cows!)

Miscellaneous. These items are optional: Alarm clock; first aid kit or at least iodine, bandage and adhesive tape; camera; sewing kit; shoe polish; soap box and soap; sunburn oil and cream; moccasins; musical instruments, if you can play one. You won't need bed linen, but it is a good idea to have a couple of towels of your own.

Baggage. Baggage should be limited. A couple of suitcases or a duffle bag ought to carry all you'll need.

Emergency Farm Labor Assistant (VFV).

There will be an Emergency Farm Labor Assistant (VFV) in each county where members of the Victory Farm Volunteers are placed. He has been appointed by the Extension Service of the State Land-Grant College and will work out of the county extension agent's office. He (or she) is a resident (in most cases) of the area, knows local conditions and has been selected for his good judgment. You will be given the name, address and telephone number of the Emergency Farm Labor Assistant (VFV) in your area.

He will be the one who made the arrangements on your behalf with the farmer for whom you will be working. He will visit you and the farmer on the job soon after your arrival. The principal duty of the Emergency Farm Labor Assistant (VFV) this summer will be to keep in touch with the farmers and recruits and to iron out any problems which may arise. He cannot be everywhere at once, so it is up to you to judge when you need help. But if you can't handle the matter don't hesitate to get in touch with your Emergency Farm Labor Assistant (VFV) immediately. Never quit your job without consulting him. Be sure to talk over all your problems when he comes to see you.

Getting to the farm.

Before the date when you are due on the farm the Emergency Farm Labor Assistant (VFV) who is making arrangements with the farmers will send you or your school adviser the name and address of the farm family with whom you will live, together with the instructions on how to get there.

Farmers usually have their big meal at noon and supper at 5:30 to 6:00 p.m. If you are arriving after a meal hour, try to get something to eat along the way.

After Arriving at the FarmWhat to expect.

You will be personally responsible for the work that is given you to do from day to day. But you will not be working alone. You are one of an army of boys and girls - all members of the Victory Farm Volunteers - who on their separate farms will be helping to win the battle of food production. What you do, added to what all of them do, will make a real contribution to the nation's food production goals for 1943.

The farmers aren't going to be unreasonable. They aren't going to expect you to know things you don't know or to have the endurance of an experienced farm worker. They are not going to overtax your strength. But they will expect your utmost effort. Any slackers will be reported to the Emergency Farm Labor Assistant (VEV) immediately; there is no place in the Victory Farm Volunteers for people who don't mean business. Girls are expected to do as much housework as is asked of them, without complaint.

It will take you a certain length of time to get used to work, and for you and the family with whom you live to get used to each other. So that you may have a chance to get broken in without interference or distraction, we ask that none of your family or friends visit you during the first three weeks. Occasional visits after that date are all right provided they do not interfere with your work. But the family you live with must not be expected to house or feed your guests at any time.

Maybe you will feel homesick at first - don't weaken if you do. Homesickness cures itself in a short time if a person throws himself into the activities around him. If you can take the first two weeks without giving up, you'll be all set for the rest of the summer.

Work.

Even if you have done farm work before, don't thrust yourself in where you are not wanted. Be content with doing what you are told. You will be given more responsibility when the farmer is convinced that you are capable of taking it. If you think you know a better way of doing something than the way you are told, follow orders and keep your ideas to yourself. You will generally find in the end that the farmer knows best. The boy or girl who thinks he or she knows it all will be resented and will have a miserable time.

The farmer expects you to be green and soft. Don't bluff. It won't work. If you don't know how to do something get instructions before you try. Don't be ashamed to admit it if you are tired. There is a difference between being a quitter and pretending to have skill and endurance that you don't have. You will find that simple, straightforward honesty pays.

Don't expect the farmer to trust you with machinery until he is sure that you can handle it. Repairs are costly and now, with priorities in force, a broken tool or machine may be a total loss to the farmer. Don't shirk the dirty jobs. A boy who objects to shoveling manure or a girl who rebels at doing the dishes three times a day will be unwelcome in any farm family.

Learning.

The farmer is a specialist in his own field, just as a doctor, lawyer, or chemist is a specialist in his field. The farmer's knowledge of his animals, his land, his crops, his particular corner of the country, is so broad, deep, and fundamental that he himself often does not realize how complete it is. To the farmer many things are so much a matter of course that he is no more conscious of them than you are of the beating of your heart. Consequently it does not occur to him that he has a special knowledge or skill that someone else may not have. His explanations may be vague, incomplete, or not given at all. The process of learning is an humble one. You may have to watch and ask and try to remember what you see as well as what you are told and to piece all this together. If you cannot perform the task correctly - ask more questions and try again. You have not learned until you can do it successfully. The more you learn, the more respect you will have for the farmer's skill and knowledge and greater pride and confidence in yourself. You may be the successful type. Perhaps you have always been a leader. But unless you have had a lot of farm experience, you are nothing but a beginner with this type of work. You are no more skillful than anyone else until you have proved that you can do the farm jobs easily.

Keep well.

If you don't, you will be a liability to the farmer instead of a help. And you will have a miserable time.

One of the commonest afflictions of city people is sunburn. Expose your head and body to the sun sparingly. If you are very careful about this, you will gradually acquire a good tan without sunburn. Half an hour of exposure to the midday sun will be enough at first to lay you up.

Beware of poison ivy, another painful hazard of country life. If you don't already know it, have somebody show it to you the first day, and keep away from it thereafter.

Although there is little typhoid in most farming sections we recommend typhoid inoculations. They should be taken as soon as possible after you have been accepted in the Victory Farm Volunteers. Never drink from ponds and streams.

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You will be given the name, address, and telephone number of a reliable doctor in your neighborhood. In case of injury or serious illness, you should go to him without delay. Do not wait to consult the Emergency Farm Labor Assistant (VEV). Even a minor injury can lead to complications if it is neglected.

Safety.

You will meet many strange and dangerous situations on a farm. Pay attention to the farmer's cautions. A bull may appear to be a sober uninterested animal but he can turn vicious without warning. Most farm machinery can do as much injury to you as the machinery in a factory plant. Never attempt to make adjustments or repairs unless the machine is out of gear. Farm animals are strong. Their kick can be very painful. There is an easy, safe way to do most farm jobs. Learn the safe ways of doing things.

People you will get to know.

Don't make the mistake at first of underestimating people who don't have all the latest gadgets, who don't dress in the latest style, whose nails aren't manicured, and whose grammar isn't always according to the schoolbooks. If you allow yourself to feel superior, you will later regret it. Remember that while thousands elsewhere went under during the depression, most farmers managed to keep going. That is just one of the proofs that they know their business.

If you have some doubts about the farmer, the chances are that he also has doubts about you. The farmer has seen so many city people make fools of themselves on the farm that ten to one he will be skeptical about your ability to be useful and to take it. You will have to prove yourself.

It is impossible to live with people and not have them know how you feel about them. We give ourselves away in lots of little ways. You can't expect people to like you and treat you well if they feel that you are critical. Form your own opinions of people. Don't accept anyone else's. Don't get mixed up in other people's quarrels.

Recreation and community relations.

Country life. In the towns and villages in rural areas there is, of course, less commercial recreation than one finds in a big city. To a large extent people make their own good times. The social life centers around the home, churches, the Grange, and the Farm Bureau, and other farm organizations. The old-time neighborliness survives in most communities. There are church suppers, picnics, country dances, and other

occasions when folks get together to relax and enjoy themselves. Probably your farm family will be active in community affairs. They will certainly invite you to take part with them. You should miss no opportunity to share the social life of the family in the home and outside of it and to get acquainted with the neighbors. You will enjoy it and you will learn from it.

We have many requests from friends who want to be placed on neighboring farms. The Emergency Farm Labor Assistant (VFV) will do his best to arrange this. But it is difficult and will often be impossible. Being with old friends isn't as important as you may think it is. Making new friends and entering wholeheartedly into the life of the community of which you are a part is fully as important as being with old friends. The members of the VFV must not form a group apart from the people among whom they live. If they do this, they will remain outsiders and will miss the best part of the summer's experience. We predict that many of you will make life-long new friends.

Hospitality. 4-H Clubs and Future Farmers of America chapters are planning to invite you to their meetings. Get to know these young people and what they are doing and learning in their work. They have boys' clubs and girls' clubs and carry on farm and homemaking projects. You will be interested to know about their work and their program.

Church. If the family attends church and there is nothing in your conscience to prevent it, make a habit of going with them, provided they would care to have you. If you like to sing, see if there is a place for you in the choir. The church is important in a rural community. Don't wear work clothes or sport clothes to church. Boys must always wear suits and ties. Girls should wear hats and stockings. In this as in other things, do what the people around you do.

The importance of conduct.

The good worker who is not also an agreeable member of the household won't make good. Hard and efficient work won't excuse you.

Don't start out making special demands. Accept cheerfully what is given. Don't be fussy. Never gripe or complain. If there are things that aren't to your liking and that can be remedied without putting anyone to inconvenience, wait for the right moment and then make your wishes known in a nice way. It isn't so much a question of what one does as how one does it. Timing is important. A request made after you have proved your helpfulness will be differently regarded than one which is made the day you set foot in the house.

Smoking. Most farm families do not approve of girls smoking, but will not forbid anyone's doing it. If you do smoke, be open about it. Don't go off behind the barn. Throwing away a cigarette in a hurry increases the danger of fire. NEVER, under any circumstances, take a lighted cigar, cigarette, or pipe into a barn or near stacks of hay and grain.

Drinking is offensive; anyone who drinks excessively or keeps a supply of liquor will be sent home by the Emergency Farm Labor Assistant (VFV).

The Victory Farm Volunteers uphold the American ideals of social equality, religious tolerance, and no racial discrimination. We have chosen from the applicants those whom we think most fit regardless of race, color, or religion. There is no place in the Victory Farm Volunteers for un-American prejudices. Every individual is being judged on his individual merits and treated accordingly. We trust that all members of the Volunteers will accept all other members as comrades. In doing this wholeheartedly we shall all be helping to create the kind of world for which the war is being fought.

All that is said here regarding behavior is said in your interests. But there are other reasons why your behavior is important: You are not just an individual. You represent the Victory Farm Volunteers. You represent your generation. If you are foreign-born or a Jew or a Catholic or belong to any other group which is in a minority in the area, you are a representative of that group. The attitude toward the Victory Farm Volunteers, American youth, and toward minority groups is going to be affected by the impression you make.

Bear in mind.

You are taking part in an important movement which aims to meet a national need. In a recent letter to the Victory Farm Volunteers, Secretary of Agriculture Wickard wrote: "The success of our war effort depends basically on supplying food to our own population and to our allies. Work on the farm is war work of the first importance."

Getting the job done on the farms comes before anything else, but we also want you to have an experience which will develop you physically and mentally, and we want you to have a good time. Again, it depends largely on you.

SUGGESTIONS

to

EMERGENCY FARM LABOR ASSISTANTS

of the

VICTORY FARM VOLUNTEERS

1. Foreword
2. Developing Working Relationships
3. Informing and Preparing Farmers
4. Choosing Farms for VEV Members
5. Matching Farms and Youth (Placement work)
6. Supervision
 - a. Making adjustments
 - b. Providing for community activities
7. Visits with the Farm Family
8. Prepare a Handbook and File
9. Reports

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Suggestions to Emergency Farm Labor Assistants of
the Victory Farm Volunteers Program

Foreword

In accepting your appointment as Emergency Farm Labor Assistant(VFV) you have accepted one of the most vital positions in the Victory Farm Volunteers Program. Your function, as the person in charge of the placement and supervision of the nonfarm youth, is matched in importance only by that of the persons who make the initial selection of the volunteers.

Last year thousands of boys and girls from the cities were employed on farms throughout the country. Most of the worked for short periods, in groups, during the peak harvest seasons. But several thousand also worked all summer on general dairy and livestock farms, living with the farm family. It was the universal experience that the volunteers were of real aid in our all-out effort to produce the tremendous food supplies we need. This statement can be made with due appreciation of the fact that most of these youth are "green help" and need many special considerations at the beginning. In a time of war we must all be realistic enough to make the best use of available workers as well as of available materials. At this time, nonfarm youth are one of the sources of available help for harvest work. If they are carefully selected, properly placed, understandingly treated and well supervised, they will prove, this year more than last, that they are of valuable service to the farmers of the nation in providing food for the workers in the industrial centers, for our fighting men at the fronts, and for our allies throughout the world.

The Victory Farm Volunteers Program is being sponsored by the U. S. Office of Education and the Extension Services of the U. S. Department of Agriculture and the State colleges of agriculture. In general the school system will be responsible for recruiting, selecting and training the Volunteers, and the Extension Service will be responsible for placement and supervision of the students on the farms. The VFV program is a part of the U. S. Crop Corps and in schools having a high school Victory Corps it is also a part of the High School Victory Corps.

On the State level, the Director of Extension Service at the State College of Agriculture, will be in charge of the program for the U. S. Department of Agriculture. There will also be a State Supervisor of the Victory Farm Volunteers representing the State Department of Education.

On the local level, responsibility for different phases of the program may vary. In one case the Superintendent of Schools for a particular area may take direct charge of the school end of the program. In another place the local high school principal may be in charge. In the county you will be an assistant to the County Extension Agent of the State college of agriculture and will be responsible for the placement and supervision of student workers. There will also be local committees representing the schools, the farmers, parents' groups and agricultural officials, ~~and USES~~, who will aid you in supervising the summer work and in helping city youth to take part in local community activities. Where practical, give the individual farmer a choice in selecting the particular worker.

These local committees can prove invaluable and can be used to great advantage. They know local conditions and they know their neighbors. They may have excellent judgment on whether conditions on a particular farm warrant placing a city youth on it. They may give good advice if some personnel problem arises, or if a transfer of some youth to another farm becomes advisable.

Insofar as you are the responsible placement and supervisory officer of the Victory Farm Volunteer program in your county, you represent both the point of view of the farmer and the point of view of the young person. You will have to deal on the one hand with farmers, their needs and their attitudes; and on the other hand you may have to deal with youth-serving agencies, with school teachers and parents, and with civic groups interested in the well-being of the youth as well as in getting food produced.

Wisdom dictates that while it is undesirable to produce more food at the expense of injuring the health of our young citizens or by causing them unduly distressing experiences, it is perfectly possible to produce the food efficiently and at the same time to properly care for the youth. With ingenuity, goodwill, and understanding on the part of the emergency farm labor assistant (VFV) and with the cooperation of local citizens, the young people who come from cities eager to help the nation can have an enriching experience as well as contributing to winning the war. Around the core of hard work can come closer relations and greater mutual respect between farmers and city dwellers. Yours is the key position to bring this about during the actual working season.

The suggestions that follow are based on what has been learned from last year's large scale employment of young people on farms. As general guides for your local situation they can prove helpful in the successful execution of your job.

Developing Working Relationships

It is the responsibility of the Emergency Farm Labor Assistant (VEV) to acquaint himself (herself) with the details of the whole farm labor program in his own county. Learn from where the young people will be recruited, whether they will all, or for most part, be local youth; or whether they will come from neighboring cities or counties, or even from out of State. Learn the operational procedures involved from your own Extension Service. If you do not already know, learn from your county agent who are the local farm and community leaders, and the local civic organizations on whose help you can draw. Since the details of administration will vary from place to place it is impossible here to be specific for all Emergency Farm Labor Assistants. It should be remembered that the farm labor program will be conducted on a county basis under the policies of the State Extension Service. Hence consult with the County Extension agents who will obtain the necessary information from the Director of Extension Work in your State, or a special farm labor assistant to him.

The home demonstration agent can do much toward the success of the program through discussion at home demonstration club meetings of the adjustments city youth must make to the farm conditions and can thereby develop a sympathetic and helpful attitude on the part of the farm homemaker.

The 4-H Club Agent can arrange for inviting VEV's to 4-H Club meetings and events and thereby provide recreation and contacts with farm youth. The vocational agriculture teacher and F. F.A. will be helpful in this connection likewise.

In addition, working relationships should be established with many other agencies, depending on the particular needs and plans of your county and State programs. Friendly contacts with other agencies almost always help and almost never hinder. Among the more important groups to work with are:

- a. The county farm labor committee
- b. Local committees
- c. Local farm organizations
- d. Schools (superintendents, principals, school advisers to VEV., High School Victory Corps, vocational agriculture teachers)
- e. U. S. Employment Service office.

- f. Youth organizations; 4-H Clubs, F. F. A., Junior Grange, Older Youth, etc.
- g. The neighborhood leaders
- h. Community groups; Civilian Defense, Health Department, Parent-teacher, Y. M. C. A., Community Service Clubs, Churches, etc.

Informing and preparing Farmers:

In making the Victory Farm Volunteers known to farmers as a means of helping their production, the Emergency Farm Labor Assistant (VFV) must make farmers conscious of the following important facts.

- a. It is important that farmers make their request for the volunteers as early as possible so that adequate arrangements can be made with the schools or any other recruiting agencies so that youth can be carefully selected and will be ready when needed.
- b. Farmers should be made aware of the adjustments that they themselves will have to make when hiring these young people, especially if they are from a large city. It is a two-way adjustment, one made by the boy or girl, the other by the farmer, and both caused by the fact of war. Farmers should realize that these young people are working out of patriotic reasons and out of a desire to work in the country, and that many of them are rather immature and perhaps even homesick. It will take patience and understanding on the part of the farmer to break in his recruit, to properly teach him his jobs, to help him become acquainted in the community. If the farmer is willing to do this he will be repaid by good relations with the Volunteer and by productive work, which is the chief purpose of the program.
- c. Farmers should be prepared to receive the Volunteers. They should have a general picture of the whole Victory Farm Volunteer Program. They should recognize that the volunteers will have to get used to not only new manual tasks, but also different foods and different living conditions.

The Emergency Farm Labor Assistant (VFV) should make farmers aware of all these matters through meetings and personal contacts. Home demonstration agents can discuss these things with groups of farm homesteaders.

Choosing Farms for VFV Members

Determining the suitability of farms for the young Volunteers is one of your chief functions. Another equally important function is the adjustment of farmer-youth relations, discussed later. The things to be considered in such selection will depend to a certain extent on whether the placement is to be made for a long period and in the farm home, or whether it is to be made for a group with camp facilities, or whether the youth will work by the day and live in their own home.

In the case of a group not living with the farm family the chief consideration should be: Clean and sanitary living conditions, adequate food, proper supervision on the job, a work-day proportionate to the strength of the volunteers.

More care has to be taken in considering placements of boys and girls alone or in pairs, who will live with the farm family. The character of the people who comprise the family has to be considered, how understanding and patient the farmer and his wife might be to inexperienced city youth; how pleasant they are to get along with, to what extent they would treat the Volunteer like a member of their own family. Other obvious factors are the cleanliness of the house, the kind of living accommodations, and the type of work they expect the Volunteer to perform. Volunteers will know that they may not have modern bathrooms or electric gadgets, but they can expect understanding farm families and satisfactory living conditions, - a room or at least a bed to themselves, for instance.

It should be borne in mind that the concern for proper placement and satisfactory living and working conditions is motivated by the joint desire to safeguard the health of the young, inexperienced person and at the same time to provide the most efficient labor for the farmer. Happy and contented volunteers will make the best workers.

The check-up on these farm homes may be performed in several ways. You would check with members of the county Extension staff and the county committee and consult with a local clergyman or neighborhood leaders. In addition, every Emergency Farm Labor Assistant (VFV) is expected to visit every farm home and form his own impression from a personal interview.

The attached forms are suggested as useful aids in your work. One is an application blank filled in by farmers who would like VFV's. (Form II) This gives you some information to go by in the beginning. The other blank is for your own records as to the suitability of the farms. (Form IV)

Matching Farms and Youth (Placement work)

As far as concerns the Volunteers who come from your own county or from a nearby county, you should have gotten to know them as much as possible before the actual placement. In this you would cooperate with the schools from which you draw your recruits. As nearly as you can you should endeavor to match the needs of the farmer with the qualifications of the recruits.

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As often as not it is impossible to tell in advance whether an inexperienced youth will work better on one farm than on another. In addition to your judgment of how well the farm family and Volunteer will get along together sometimes age, weight, or the type of work required, may determine the assignment. Wherever practical, insist on the farmer himself choosing his recruit.

In relation to the recruits who come from long distances it is a more difficult matter. Wherever time and money allow, you should try to visit the schools in the particular cities from which your out-of-State recruits will come. Where you can do this, you should arrange with the school authorities in advance to meet with all the students who have been approved by the faculty adviser. You should interview these students and make final selections.

Where you cannot visit the cities, you will have to depend on recruits' application blanks. You should do whatever you can to get these blanks early enough to compare with your own requests from farmers. It is therefore important that teachers, as well as Emergency Farm Labor Assistants (VFV), should have in hand applications for service and applications for workers far enough in advance of the time the farmers need help. The recruits' application blanks should contain the pertinent data (plus a photograph and interviewer's comments) to help you make the placement. (See Form I)

For the procedure in getting out-of-State workers you will have to consult the State Director of Extension.

Supervision

a. Making adjustments.

The second of the two chief functions mentioned earlier is that of supervision of the young people after placement. This involves adjusting farmer-recruit relationships, and concerns group as well as individual placement.

It is crucial for the VFV program to prove of real help in 1943 as insurance against the possibility of even scarcer labor in 1944. We cannot tell how important the VFV program may become in the next few years.

If this job is not well done the food production goals on the farm cannot be met and there will be discontent on the part of both parties. The making of adjustments by transferring volunteers from one farm to another, helping farmers who have gotten misfits, helping them to train the volunteer, investigating complaints of overwork and mistreatment, and of laziness and worthlessness may be the major part of your job especially during the first two or three weeks after the Volunteer's arrival.

You should visit all the Volunteers in your county within one week of their arrival.

Obviously, the more carefully the recruits are selected and prepared for their work, and the more carefully you choose and prepare farmers to receive the recruits, the more effective everyone will be and the

simpler will be your job during the summer, and in 1944. But even with the best of intentions there will be errors of judgment all along the line. It has been conclusively proved, by the experience of several States last year, that proper supervision is the key to the success of the program. On this the Victory Farm Volunteers undertaking will be judged more than anything else.

b. Providing for Community Activities.

An integral part of the Victory Farm Volunteer program is to help city youth feel at home and to participate actively in farm community affairs, to make friends with the local people and to take part in social affairs such as swimming, square dances, picnics, 4-H Club, F.F.A., and other rural youth activities. Such human relations will enable these young people to discover some of the new parts of America. To them it will be a new frontier.

The Volunteers should be aided in their adjustments so that they will fit effectively into the new environment. Help them to realize that they are acquiring new and valuable skills through the performance of their farm tasks; by participating fully in the rural community's activities and by sharing the farmer's pastimes as well as his labors, they are genuinely broadening their own experiences.

Visits with the Farm Family

The Emergency Farm Labor Assistant (VFV) will have various reasons for calling at the homes of farm families selected to receive Volunteers. Remember that each call should contribute to the acceptance and success of the whole program. More than any other person except the Volunteer, you will influence the attitudes of the farm families in your territory toward the V.F.V. project.

Plan each visit before making it. Your definite purpose must be clear to you and to the family visited. The first trip to a given farm after it has been selected to receive a Volunteer may well be to size up the general farm situation so as to help you pick out the particular Volunteer best fitted to that farm.

A second visit, which should be made within a week after the Volunteer is placed, should be to check on how things are going. Are the family and the recruit making a good adjustment to one another? Be able to discover any incipient difficulties which could be easily adjusted but which might become serious if undetected. This cutsdown turnover.

A third visit might occur if some more serious problem of adjustment has arisen. Can this problem be solved? Has it reached the point where a transfer to another farm is indicated? Or does the situation warrant advising the youth to return home?

Ind. 111
Ind. 112
Ind. 113
Ind. 114
Ind. 115

Remember your function in such a visit is that of a personnel manager. You must interpret management (the farmer) to the employee (Volunteer). You must also represent labor (the Volunteer) to management. In a larger sense, too, in such a situation you must interpret city and country to one another.

Possibly your third or subsequent visit may be for the happier purpose of arranging a social or recreational activity. Can transportation be arranged? Can the volunteer leave without inconveniencing the farm family?

Some illness or accident might occasion emergency visits. Enroute you should determine upon possible alternative courses of action depending upon the seriousness of the situation.

If an informational schedule is to be filled out have the questions or observations called for clearly fixed in your mind so that you can record the data accurately as soon as you leave the farm. (See Form IV)

Certain types of these visits, especially the first and second, will have to be made within certain definite time limits. Have a good map of your county, study it, and schedule your visits carefully. If at all possible get in touch with the farm family before making the call. Time, gas and tires must all be conserved. Careful planning avoids doubling on your tracks.

It will be more satisfactory on most types of visits for you to deal with one person at a time especially if there is difficulty, incipient or actual. Talk to the farmer or his wife and the Volunteer separately and alone. After talking with the Volunteer see the farmer before leaving so that you maintain his confidence and support in ironing out difficulties.

In general do not leave a visit without being sure that its purpose is clear to the family and/or the Volunteer and that any action required is understood.

Make as sure as you can on each contact that you will be welcome on your next visit. The impression you leave with the family, especially on the first call, will determine what your future reception will be. Try to get both the farm family and the volunteer to feel that they can turn to you on any important problem that may arise. This will come more from your behavior and attitudes than from any urging it upon the people; though your desire to be helpful should be expressed.

Prepare a Handbook and File

It will be very helpful to you to prepare a looseleaf handbook of written materials concerning the VFV program. These will be a source of reference to you for information.

You should also have a file in which you can place the registration and interview blanks received from the schools on the youth, together

with the farmer's registration blanks for youth to live in their homes and your interpretive notes or diary on the youth, resulting from your visits to the farm. In this same file will be placed the reports from the farmer, the Volunteer and yourself at the close of the season.

Reports

Attached are three report forms which should be filled out at the end of the summer's work on each Volunteer who lives on the farms during the summer. One will be made out by the farmer for his reactions; the other by the Volunteer for his point of view and the third by you to sum up and give your interpretation, which will be helpful in working out the VEV program for 1944. This is suggested in Form XIII.

Suggested Letter for Appointment of
Emergency Farm Labor Assistants (VFV)

To Emergency Farm Labor Assistants (VFV):

You have been appointed as an Emergency Farm Labor Assistant for the Victory Farm Volunteer program, by the Extension Director of the Department of Agriculture in your State.

Yours is a job of the utmost importance in the carrying out of this program. Youth of high school age represent a potential labor source of great significance - and if used effectively, one that can contribute greatly to the meeting of the crop production goals for 1943. Success in each county, means success all over the Nation. The quality of the program in your county depends to a large degree on you. There are few better ways in which you can invest your time and energy for the good of the total war effort than the way you have chosen. There are few jobs which will be as interesting and stimulating. The problems of adjustment will be many, but the satisfaction that comes from seeing a city youngster make good on a farm is ample reward for the long hours and numerous complicated situations that you will encounter. You may rightly have the highest respect for your work.

You will work closely with your county extension agents, your farmers, your young people, your schools, and the various committees of fellow citizens who are also helping. Give yourself fully to your complicated and often perplexing task, and the success of the job is assured.

Let us hope that 20 years from now when all of us look back on the summer of 1943, we will remember it with the inner satisfaction that we served with skill and imagination, to the best of our ability.

SUGGESTIONS FOR LOCAL ADVISERS OF THE
VICTORY FARM VOLUNTEERS

This publication is intended to provide helpful suggestions for local advisers in secondary schools who are responsible for organizing units of the Victory Farm Volunteers. It is hoped that the State supervisor of the Victory Farm Volunteers in each State will make the content of this publication available to advisers.

(The April 1 issue of Education for Victory will contain a brief digest of this material and future issues will carry additional information from time to time.)

March 1943

Federal Security Agency
U. S. OFFICE OF EDUCATION
Vocational Division
Washington

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SUGGESTIONS FOR LOCAL ADVISERS OF THE VICTORY FARM VOLUNTEERS
IN SECONDARY SCHOOLS

Introduction

The Victory Farm Volunteer program has been instituted by the National Government to recruit students for farm work during the summer months and at other times to help produce food needed by ourselves and our Allies. Because of the severe shortage of manpower to do the necessary work on the country's farms, many thousands of young students, boys and girls, will be needed this summer. The schools will be the chief source of recruitment for the Victory Farm Volunteers.

Last year many city young people were employed on farms throughout the country. From this experience it has been found that selecting recruits and training them are of the utmost importance. The adviser should act as the recruiting and enrollment officer in his school; he will need to make careful selections from among the youngsters who wish to apply for this service; he will need to explain the kinds of farm work they will be called upon to perform; and he should prepare them to perform new manual tasks and to make difficult social adjustments with which they will be faced. His responsibility is a heavy one.

Student workers will be needed for two main types of work. There will be the need for individual workers on general, dairy or livestock farms for an entire summer season; and the need for groups of workers for specialized jobs on large fruit, vegetable and other farms during peak work seasons. The students who will enlist in the Victory Farm Volunteers will come from cities and towns of all sizes and will usually be unfamiliar with farm work. Because of the variety of the situations which different advisers will have to face, the suggestions herein contained are necessarily general and limited. However, they are based on experience during the past year with the employment of nonfarm youth in food production and should prove valuable as guideposts to help in a particular situation. Part I deals with matters of general concern to all advisers. Part II emphasizes the special considerations of advisers in large cities. Part III deals with the special considerations of advisers in smaller cities located in or very near agricultural communities.

Part I. Matters of General Concern

Become Familiar with the Operation of the Program*

A. The Administrative Organization

The Victory Farm Volunteers program is being sponsored by the U. S. Office of Education and the Extension Service of the U. S. Department of Agriculture. In general, the school system will be responsible for recruiting, selecting and training the volunteers, and the Extension Service will be responsible for placement and supervision of the employer-worker relationship on the farms.

Secondary schools; public, parochial and private, should participate in this program. It should be stressed as one of the important activities of the High-School Victory Corps. Students having a general membership in the High-School Victory Corps or who are members of any one of the five divisions of the Victory Corps may enroll in the Victory Farm Volunteers.

A State supervisor of the Victory Farm Volunteers will represent the State Department of Education. The director of the extension service at the State College of Agriculture, will be in charge of the program for the U. S. Department of Agriculture. Many other organizations and agencies in addition to the schools and extension service such as parent groups, farm organizations, youth serving, welfare, health and defense agencies will be interested in the program and may be represented on the State committee.

On the local level, the adviser will represent the school in which he is located. He will need the support of the school principal. Wherever possible teachers of vocational agriculture will act as advisers and assist in various phases of the program. In a given county a youth labor assistant, employed by the county extension service, will be responsible for the placement and supervision of employer-worker relationships in his area. There will also be local committees representing the schools, the farmers, parent groups, youth serving agencies, and agricultural organizations, who will aid in carrying out the program and in helping city youth to take part in community activities.

*See "Victory Farm Volunteers" in Education for Victory, March 1, 1943.

B. Victory Farm Volunteer Staff Assistants

In addition to Federal and State administrative officers, there should be a small number of Victory Farm Volunteer staff assistants located in cities throughout the country. Their task will be to assist advisers in all aspects of the farm program. Their functions will be different in different places. In large cities the staff assistants will work closely with advisers in farm-conditioning programs, helping to select the most qualified applicants, and in coordinating placement needs with numbers of volunteers available.

C. Local Situations

It is the responsibility of the local adviser to acquaint himself with the details of the program in his own school system. He should learn where students will be asked to work. He should learn the procedure of registration and the forms involved. He should learn the details of wages and hours and length of service required in the areas where students will work. For general considerations relating to working and living conditions see Guides to Successful Employment of Non-Farm Youth in Wartime Agriculture prepared by the Children's Bureau, U. S. Department of Labor, Washington, D. C. All this and other information should be gathered from the school administration and from the extension service of the counties where students expect to work.

Developing Working Relationships with School and
Agricultural Authorities

The State Supervisor of Victory Farm Volunteers

In most States there will be a State supervisor of the Victory Farm Volunteers. He should be a member of the staff of the State Department of Education or State Board for Vocational Education. His job is to help particularly in two ways. First, he will assist in the development of the program of training activities in the high school, and second, he will help to coordinate the efforts of schools with those of other agencies concerned with the Victory Farm Volunteers. It is hoped that the State supervisor of the Victory Farm Volunteers can visit local secondary schools on request.

The Director of the High-School Victory Corps

Some member of the faculty probably will have been appointed Director of the High-School Victory Corps in each high school. The general policies and regulations concerning the Victory Corps will govern the Victory Farm Volunteers also. Close cooperation with this Director is essential.

Student Counseling Service of the Secondary School

In some high schools, facilities for counseling and guidance have been developed and here the adviser should utilize such facilities and personnel.

A wartime counselor should be found in each high school having a Victory Corps program, and in many schools which have not fully developed other features of the Victory Corps. The functions of the wartime counselor are described in the Guidance Manual Pamphlet No. 4, High-School Victory Corps Series, published by the U. S. Office of Education. The Manual is in the Government Printing Office. When it is off the press a copy will be sent to every high school in the United States.

The adviser of the Victory Farm Volunteers should make full use of the plans for guidance and selection, which are being extended as rapidly as possible throughout the country as an emergency war measure, particularly in connection with, but not limited to, the High-School Victory Corps program. The adviser should work closely with the wartime counselor or similar official in the secondary school.

The Youth Labor Assistant

In most counties there will be a youth labor assistant employed by the county extension service who will be primarily responsible for placement of Victory Farm Volunteers and for the maintenance of desirable employer-worker relationships, especially in cases where young workers live on farms on which they work.

The State and county extension services will determine local needs. The amount of youth recruitment in an area should be related to the extension service estimate of the need for youth for farm work in that area or its estimate of need for youth to be sent from that area of recruitment to other placement areas. The adviser should consult representatives of the extension service in this matter.

It is important that Victory Farm Volunteers do good work and that they be happy while at work. Observations in many communities in 1942 showed that groups of young workers did better work when they were adequately supervised. Sometimes a farmer or one of his hired men will supervise the work of groups. Very often farmers cannot furnish supervision or cannot spend enough time with the youth workers. In such cases it is a wise investment for the farmer to pay for the services of a work supervisor. Such an individual need not be expert in doing the farm work but should know how to get along with young people and how to work with farmers.

The adviser is concerned with the selection and employment of good work supervisors so that the best interests of Victory Farm Volunteers will be served and he should collaborate with the youth labor assistant in finding, selecting and training such work supervisors. Advisers should work very closely with youth labor assistants.

Familiarizing Interested Groups with the
Victory Farm Volunteers

Present the Victory Farm Volunteers to the Student Body of the High School

It was found in 1942 that enlistments for wartime food production were of very much higher quality in high schools where a careful presentation of the matter was made to the high school student body. The principal of the high school should cooperate with the adviser in this presentation, possibly through introductory remarks. The adviser should stress the desperate need of workers to engage in wartime food production. He should develop the idea that in our war effort food is more powerful than money. Food production is a vital need during the war and will continue to be fully as important after the war is over.

The following is a suggested high-school assembly program:

I. Introduction 2 minutes

The principal introduces the problem and the adviser.

II. The Victory Farm Volunteers 5 minutes

The adviser shows why high-school students are needed on farms and explains the Victory Farm Volunteers.

III. Motion pictures 10 minutes

Write to the State supervisor of the Victory Farm Volunteers for a list of available films.

IV. Address by representative of some farm organization
or by a farmer 10 minutes

What farmers expect from Victory Farm Volunteers

V. How, when and where to enroll 3 minutes

Adviser

Explain the Victory Farm Volunteers to the Teachers of the High School

A well informed, interested high-school faculty is an asset to the Victory Farm Volunteer group whereas an uninformed or misinformed faculty is a decided liability. The medium of information is the teachers meeting. The adviser should request that he be given an opportunity to present the matter to the teachers and that they may have the opportunity to discuss the project with him.

Explain the Victory Farm Volunteers to Parents

Inasmuch as parents should give their written consent before Victory Farm Volunteer members obtain employment on farms, an organized effort to inform parents should be begun when the training starts at the latest. Letters, interviews with parents and presentations by the adviser at parent-teacher association meetings are suggested. In many communities a representative of the parent-teacher association will have served on the local youth farm labor committee and will have helped in the planning and can arrange for discussion of the program with groups of parents.

Arrange for Publicity

General publicity is desirable and should be supervised by the adviser. He may assign responsibility to a committee of students. Moving pictures of this general problem will soon be available. Articles in school and local papers are suggested. After the first year there will be Victory Farm Volunteers who can relate their experiences to school and community audiences.

Selecting and Training Victory Farm Volunteers

The proper selection and training of applicants for the Victory Farm Volunteers are the chief responsibilities of advisers. They should meet these responsibilities by enlisting the aid of all available persons and agencies who are qualified to give the types of assistance needed. No matter how carefully the farms are chosen, it is a fact that if volunteers are not impressed with the nature of the work to be undertaken, if they do not understand the difficulties in making social and personal adjustments, they will be unhappy on the farm, the farmer will be hampered in his work, and the nation may suffer a severe food shortage.

Because selection of Victory Farm Volunteers is so important, the facilities, personnel, and procedures of existing guidance services, and especially those which have developed since the war started, should be utilized. The personnel records of the school, particularly in the form suggested to wartime counselors in the Guidance Manual of the Victory Corps, will furnish basic data for the selection of Victory Farm Volunteer enrollees.

Suggestions for a pupil inventory form are found in the Guidance Manual. Additions may be made to this form in line with qualifications for membership in the Victory Farm Volunteers.

Qualifications for Membership in the Victory Farm Volunteers

Age of Students for Individual Placements

In general the students placed as individual workers for general farm work should be older than students who work

in groups on specialized jobs. The experience of last year shows that the minimum age for boys should be 16. However, exceptions might be made depending upon such factors as maturity, experience and other qualifications.

The individual placement of girls on farms is a difficult problem. The minimum age should be higher than for boys. The recommended minimum age is 17; this means that senior girls in high school would constitute the bulk of individual placements. These girls should be above average in health and strength.

Age of Students for Group Jobs

Students in high school usually range from 14 to 18 years of age. Farmers will naturally prefer the older students. Experience of last year shows that older students were more satisfactory than younger students. However, students of 14 and 15 can do good work if properly selected and supervised. Fourteen- and 15-year old youth should be used in programs where they either live at home and work by the day, or where they live in a camp run by a bona fide youth-serving agency. Students who are less than 14 but who will be 14 by the time they would be employed should be eligible.

Good Health

Physical fitness is obviously a very important criterion of selection. The health of the applicants should be certified by a physician's statement or from a recent school medical record. Special attention should be given to heart condition and hernia. Those subject to severe hay fever should not be eligible.

Parents' Consent

The written consent of parent or guardian is absolutely essential.

Proper Attitude

This is as important as physical fitness. Many city youngsters unfamiliar with farming naturally have erroneous ideas of what it means to live and work on a farm. Many who are really desirous of serving their country on a farm, are not emotionally or mentally suited to farm life. Applicants should fully realize that they will have to do hard work. They should be youngsters who can cooperate with others, who can adapt to new social and work habits, and who are conscientious.

Length of Service

Those who are volunteering for general farm work on individual farms should plan to spend at least two months on the farm. Those who are planning to go into specialized farming jobs should plan to spend at least thirty days at farm work when needed. Employment in these jobs is likely to be irregular. These periods should be regarded as a minimum and the Victory Farm Volunteers should be encouraged in every possible way to go beyond these minimums. The number of days spent in farm work should be one basis for giving recognition for meritorious performance, at the end of the harvest season.

Organizing Student Activities

A school club or chapter for the Victory Farm Volunteers should be the focus of the recruiting and the training program. The extent to which a school unit can actually have an interesting and effective training program, and develop an enthusiastic spirit among its members, depends on the time the unit is organized and the ingenuity of the adviser.

A Training Program

By "training" city boys and girls for farm work is not meant making skilled workers out of them. The training in skills that can be given prospective recruits is of a very limited nature. By training is meant, psychological or mental preparation for the job; making students aware of the types of work expected of them, of the routine of farm work, of the personal adjustments they will have to undergo, and so forth. As much skill training as possible should be included in the training program.

With the principle that any Victory Farm Volunteer program should be farm-centered, many kinds of activities present themselves. One of the most important, especially for youth in cities, is the well planned week-end trip to a not too distant farm or to a nearby school of agriculture. Such trips can bring reality into the minds of city students more than any amount of verbal explanation. But since a week-end farm experience is short-lived, it must be carefully arranged; otherwise a false impression of farm life may be the result.

A good working plan in one city has allowed from 15 to 24 students a week to spend week ends at a nearby school of agriculture. The students were taken from different schools and put through a full day's work under the guidance of a member of the school staff. They were given a taste of different kinds of farm jobs, gotten up at 4:30 A.M. and discussed the problems they will face in the summer. The desire to visit the farm was great enough so that the students were willing to pay their transportation each way and their board while at the school.

In addition to agricultural schools, privately and publicly owned farms not too far from town could be used where agencies or individual farmers might be willing to take a small group of youngsters on farms for a few days at a time.

At the farm, whether it be agricultural school or other farm, the students should get a general notion of different jobs, handle simple tools, learn some of their names, and be told some of the things expected of them on the job. This type of activity has been found of great value in spreading interest and in stimulating students to learn more about farm life.

Where no training centers are available or practical, the adviser should endeavor to take groups of enrollees to rural areas over week ends in collaboration with chapters of Future Farmers of America or New Farmers of America. Future Farmers are planning to take city enrollees to their homes for short periods for the purpose of affording training. In many areas the older 4-H Club groups are planning this same kind of collaboration with city students.

Mobilizing the Training Facilities of the Community

In every community there are persons who are either engaged in farming or in occupations related to farming. These persons should be called in to aid in the Victory Farm Volunteer program by giving talks to the students and by making available facilities which they have. For example, in every center of population, there are farm implement dealers and dairy plants. Teachers of vocational agriculture are found in or near most high schools and county agents are found in most county seats. There are also in every State, agricultural extension staffs who travel around the State and who may be available for student meetings in city high schools. Material could be gathered from the extension service on the types of food production in different areas. Information could be gathered on the nations' wartime food needs. There could be square dancing, study groups, and movies depicting farm life. Interesting meetings could be had by hearing stories and anecdotes told by students who worked on farms last year. It is the function of the adviser to learn about these persons and agencies and to make them available to the Victory Farm Volunteers. The physical fitness program of the High School Victory Corps will contribute toward physical conditioning. Setting up exercises and hikes to farms are especially recommended to condition workers so as to make the "breaking in" period on the farm less difficult. Victory Farm Volunteers should be taught to use their muscles in such ways as to make farm work less difficult.

Following is a list of suggested activities and instructional topics which might be valuable as parts of a training program:

1. Farm safety demonstrations.
2. Health precautions on the farm.
3. Make census study of selected farming areas.

4. Demonstration - How to do farm jobs with the least effort.
5. Show movies on farm life.
6. Getting acquainted with nearby farmers.
7. Make week-end trips to farms.
8. Make trips to dairies, and farm implement warehouses.
9. Make trips to experiment stations and agricultural colleges.
10. Discussions of farming problems (with farmers).
11. Discussions with city youth who have worked on farms.
12. Discussions on how to live in a work camp.
13. Discussions on how to fit into a farm family.
14. Discussion of importance of food during and after the war.
15. Learning farm terms.
16. Explain the program to parents.

Crowded schedules and other school activities often result in a shortage of time. During wartime, at least, why not use spring vacations for some of these activities?

Final Acceptance

A. Final selection of students should be made by the adviser (with the approval of Victory Farm Volunteer assistants whenever there are any in the area). Students should not be definitely accepted for farm service until it is clear that they will have jobs. Advisers should find out from State or county extension services¹ the number of students actually needed for farm work. In the past there has been a tendency to enlist more than are actually needed with the result that many hundreds of youngsters have felt very disappointed and discouraged.

B. The final acceptance should be based on the applicant's age and school record, his participation in any "training program," his understanding of what he will have to face during the summer, his physical and emotional qualifications and his plans to devote a large proportion of his time to farm work. Check again to see that the applicant has the parents' consent and the physician's approval. When finally accepted, the recruit should be told he is a "Volunteer" and given a membership card in the Victory Farm Volunteers. He should be told then to await his assignment, be given the "Message to Volunteers" for careful study, be told to prepare his clothing, and to be ready to report for farm work on short notice.

Recognition for Achievement

An important factor in building up a strong organization is adequate recognition of achievement by organization members. Previous to the employment period the adviser and members of the Victory Farm Volunteers should determine the standards of achievement to be recognized. One standard might relate to the number of days of work done. Recognition may take the form of awards at school assemblies, giving the right to wear approved insignia and the like. Whenever possible, arrangements should be made to grant a unit of high-school credit in agriculture or science at the completion of a season of satisfactory farm work experience.

¹/ If you are in a large city, consult the Victory Farm Volunteer assistant in that city.

Part II. Special Considerations for Advisers in Large City High Schools

Thousands of city youth this year will find that the best way they can serve the Nation and our Allies is by working on farms during the summer harvest period. This type of work calls for particularly outstanding qualities among the urban youngsters since they are for the most part completely unfamiliar with what it means to live and work on a farm. Farm service will mean to them not only a major war contribution, but a source of lasting satisfactions in developing self-reliance, in enjoying outdoor life, and in getting to know their rural fellow citizens.

Since these city youngsters are almost entirely unfamiliar with farm life and farm operations, it is especially important that painstaking care be exercised in their selection. There have been many unhappy experiences in the past year as a result of the acceptance of unqualified boys and girls for farm work. It is a serious injustice to the young person, to the farmer, and to the country to take the matter of selection lightly. Advisers for this program in large cities are consequently charged with a heavy responsibility.

Students should be selected who are really desirous of making themselves useful, who are able to do heavy work, who can adapt themselves to many new conditions, who have physical and moral courage, who can cooperate with others, and who are willing to learn physical skills and new social customs. Students must be made to realize that they will have "to rough it," that in many cases, they cannot expect as many modern home conveniences as in a big city, that they will have to respect the household manners of the farmers with whom they live, if they are on individual farms, and the rules of the group if they are in a group project. Nothing could be more injurious than to allow any applicant to think farm service is an easy vacation.

The adviser, therefore, should do everything possible to familiarize interested students with the realities of farm life before they are accepted for placement, and to encourage in them an attitude which will lead to their greater happiness on the job. One of the best ways to accomplish this is through a simple but well-guided school program such as was suggested earlier.

Individual Placements

Although a proportionately small number of high-school students will be placed on individual farms, there is, nevertheless considerable need for this type of general farm hand. The qualifications for such a job need special emphasis. Obviously, youngsters chosen for this sort of placement must be able to adapt themselves to a new family situation and to resist homesickness. Last year hundreds of youngsters placed on individual farms, while lonely perhaps at first, grew very fond of the people with whom they worked, made friends on neighboring farms, and learned to enjoy simple pastimes after their work hours. Some, however, could never adjust themselves to the relative isolation when compared with city conditions. Through community organization, in the localities where these young people will be placed, every effort will be made to help them feel at home in their new surroundings.

It should not be overlooked that there are important advantages to compensate for the initial feelings of isolation, and for lack of large numbers of companions within quick reach. Chief among these is the development of a capacity to create one's own amusements, to experience the pleasures of natural surroundings, to get acquainted with the farm family and their neighbors, and so to broaden and deepen one's own personality.

Group Placements

In certain farming areas there will be a big demand for groups of Victory Farm Volunteers to work at specialized jobs, especially harvesting jobs on fruit, vegetable and other farms. These areas will be considerably distant from large cities so that workers cannot live at home and come each day to the farms where they are working.

One of the responsibilities of the adviser is to assist in selecting the farming areas where his Victory Farm Volunteers should be employed. In order to do this he should write to the State director of agricultural extension at the State college of agriculture. In some cases he should consult the State directors of surrounding States. One of the most important considerations in selecting a farming area is to select one which has a summer-long succession of farm jobs so that the Victory Farm Volunteers can find employment through the summer months; otherwise they will be inclined to accept steadier employment elsewhere.

If the groups cannot return home each night and will work on each of several farms only a few days at a time, some kind of work camp will be necessary. In fact, the kind of camp facilities available may be a factor in the selection of a farming area.

Work camps are the responsibility of the farming community rather than of the large city from which the Victory Farm Volunteers come. However, the adviser may do something to prepare his students for camp life and he will be concerned in checking the camp facilities to determine whether they meet the needs of his Victory Farm Volunteers.

As stated above, it is essential that groups of Victory Farm Volunteers work under good supervision.

Getting Help From the Victory Farm Volunteer Staff Assistant

In some cities Victory Farm Volunteer staff assistants will be available. The staff assistant can help by making the arrangements for the week-end farm trips, finding speakers for school and parent meetings and interviewing applicants for farm work. He will coordinate the recruiting and selection in a particular city with the demand for youngsters from a number of farm areas.

In addition, the Victory Farm Volunteer staff assistant will make final selections of applicants from among the adviser's approved lists, in accordance with the actual need for student workers and wherever possible, in consultation with youth labor assistants. An adviser, therefore, should maintain close contact with the Victory Farm Volunteer staff assistant in his area.

Part III. Special Considerations for Advisers in Small City High Schools

For the purpose of this discussion, a small city high school is one having a farming area so near that day-haul groups of Victory Farm Volunteers can live at home and individuals who are to do general farm work can easily get to the farming area during the preemployment period. An adviser may be concerned with either or both of these groups.

The adviser in a small city high school has a much simpler problem than the adviser in a large city high school. If his Victory Farm Volunteer members work in groups at specialized jobs, they can live at home and this makes work camps unnecessary.

A local farm labor committee will be found in each farming area where Victory Farm Volunteers are employed. Every effort will be made to induce communities to accept the Victory Farm Volunteers as a community responsibility. The public schools and the county extension service will be represented on these local committees. In addition, such agencies as the Civilian Defense Council, the parent-teacher association, farm organizations and other agencies or groups may be represented. Farmer members are very desirable. The adviser will need to consult with this committee and all the groups and agencies represented. Wherever possible he should get the assistance of members of this local committee in working out the problems of training activities.

The provisions for transportation should be discussed with the local committee. The adviser in the small city high school will find it easy to keep in touch with the local committee, some of whom he will know at the start. It is possible that he may be made a member of this committee.

The adviser in the small city high school has several advantages with respect to Victory Farm Volunteers who are placed in general farm work on the same farm during the summer. For one thing, placement may be arranged well ahead of June and the prospective worker can spend some weekends and vacation days on the farm where he is to work. This gives the worker a chance to harden up, learn some skills, get acquainted with the farm family, and know what farm life is like. The adviser can utilize the services of farmers in conducting the program of training activities. They can tell him what training activities will be appropriate to their needs and farmers can come to the high school and talk with the Victory Farm Volunteer group.

In cases where Victory Farm Volunteers participate in emergency farm work during the time the school is in session, the adviser can be of direct help in visiting farms and supervising (under the direction of the employer) the work of Victory Farm Volunteers.

THE VICTORY FARM VOLUNTEERS PROGRAM
FOR UTILIZING IN-SCHOOL NONFARM YOUTH FOR PRODUCTIVE
FARM WORK, AND FOR PROVIDING SUCH YOUTH WITH AN
EDUCATIVE WORK EXPERIENCE

Statement of the Responsibilities of the Office of Education of the Federal Security Agency and of the War Manpower Commission and the Extension Service of the Department of Agriculture.

The Situation

Agricultural production is becoming more and more vital to the war effort. The production of the necessary food and fiber supplies must be maintained and even extended in the face of lessened manpower on farms. Under these circumstances, it becomes imperative to make the most effective use possible of the labor now on farms, and to draw upon all available supplemental labor capable of contributing in any appreciable way to agricultural production.

Experience during the 1942 crop season has clearly demonstrated that non-farm youth of high school and college age can, with proper selection, training, placement, and supervision, make a worth-while, practical contribution to the farm labor supply. It is now proposed to conduct an organized Nation-wide program to utilize nonfarm youth of both sexes for farm work during the summer and other emergency periods throughout the crop season.

Because of the functions each is performing in the general social structure of the Nation, the Federal agencies involved in this statement have definite, clear-cut duties, each of which must be discharged with great skill, and in proper relationship to the program as a whole.

The functions of selecting in-school nonfarm youth, and providing suitable training, naturally rest with the Office of Education and the public school system.

The selection of farms, the placement of the youth, and the supervision of the farmer-worker relationship involved in the program can be handled best by the Cooperative Extension Service.

The brief outline of the program which follows will serve as a general pattern for the coordinated operation of the program on all levels - Federal, State, and local. It is clearly recognized that the general pattern of cooperative relationship between the respective units of the agencies involved will need to be modified in many instances to fit field conditions.

I. General Description of Program

A. Name - Victory Farm Volunteers.

B. Purposes - The purposes of the program are:

1. To mobilize for essential farm work during the war-emergency period a large number of able-bodied school youth located in cities, towns, and villages.
2. To provide valuable training and experience in farm work.

C. Scope - It is expected that the program will be extended to include not less than 500,000 nonfarm youth in 1943. Of this number, it is estimated that approximately one-half will live in farm homes, or in camps located in farming areas, for a continuous period of from 1 to 4 months.

The remaining half will continue to live at home while employed at farm work. It is probable that many of this latter number will work only for critical periods of relatively short duration.

D. Agencies Involved - The proposed program will be carried out under the joint auspices and direction of the Extension Service of the U. S. Department of Agriculture and the U. S. Office of Education of the Federal Security Agency and of the War Manpower Commission.

II. General Premises on which the Program is Based

A. Relation to High School - This program is recommended for all secondary schools;* public, parochial, and private. It should be stressed as one of the important activities of the High School Victory Corps.

B. Relation to Manpower Program - The program is to be regarded as only one part of the farm labor mobilization program that must be carried on by the Federal Government which is, in turn, a part of an over-all manpower program, and must be integrated at all levels with other efforts in the larger program to mobilize labor for farm work.

C. Relation to Other Available Labor - The use of nonfarm youth in farm work is to be regarded as supplementary to the use of experienced farm labor where available.

D. Relation to Local Effort - It is anticipated that in localities where the labor of nonfarm youth is utilized there will be a plan for the selection, placement, and follow-up of such young workers. In the development of the local plan, representatives of the Extension Service and the public schools will participate, as well as representatives of other agencies and organizations.

* The reference to secondary schools is not intended to exclude colleges from participating in the Victory Farm Volunteer program.

- E. Relation to Existing Laws, Regulations, and Standards - The program in each State will be in conformity to existing Federal and State laws, regulations, and standards governing the employment of youth.
- F. Relation to Private Youth Organizations - Private agencies conducting summer camps or other farm work camps will be invited to cooperate.

III. Determination of Need

The Extension Service of the Department of Agriculture and the State agricultural colleges will be primarily responsible for determining the need for utilizing nonfarm school youth for agricultural employment. Determination of the need will be made in cooperation with other agencies and with full consideration of the total labor supply. Early determination of apparent need and probable demand is basic to the effective operation of this program. Such information should be supplied to the school authorities at the earliest possible time.

IV. Description of Procedures and Division of Responsibility

- A. Recruitment and Selection - School authorities will have the responsibility for presenting to students the emergency farm labor problem, the plan for their participation in this program and the advantages of such participation. In large cities, recruitment will be largely for farm work outside the service area of the school. In smaller cities, recruitment will be, for the most part, for farm employment within the high school service area.

The responsibility for presentation and recruitment will belong to the school administration. It will also be their responsibility to explain this matter to parents and to secure their approval and cooperation.

During the recruiting period, each prospective farm worker will be interviewed in order to secure necessary information and to make certain that the students understand the program. As a result of these interviews, some students may be eliminated. Further eliminations may be made during the training period, depending upon sustained interest, ability, and probability of employment.

It is recommended that the faculty member responsible for the program consult with the representatives of the Extension Service in regard to this preliminary selection.

B. Training Nonfarm High School Students for Wartime Farm Work - The U. S. Office of Education and the State Departments of Education will be primarily responsible for the training program. The two objectives of the training program will be to:

1. Familiarize nonfarm young people with rural and farm life, and
2. Provide training in specific farm skills.

As many of these activities as possible should be conducted on farms or in real situations.

The prospective young workers, wherever possible, should ascertain in what communities and for what farmers they desire to work. The school will solicit the help of the Extension Service in this matter.

The faculty member responsible for the program in a given high school will mobilize the teaching facilities of the community, bringing before the prospective workers such persons as farmers, county agents, nearby vocational agriculture teachers, farm labor specialists of the U. S. Employment Service, representatives of the State agricultural college, representatives of farm organizations, and others. Local facilities such as public markets, milk plants, fruit storage plants, and the like will be utilized.

On-the-job group training of youth is desirable in some instances. Wherever possible, this group training will be given by the teacher of vocational agriculture or other approved person. It is recognized that on-the-job individual training will be the responsibility primarily of the farmer-employer.

C. Informing Farmers and Selection of Farms - Responsibility for acquainting farmers with the Victory Farm Volunteers program in areas where the local regular farm labor supply is inadequate and where nonfarm youth might make a worth-while labor contribution rests primarily with the Extension Service. The county extension agent or temporary farm labor assistant shall approve all applications for youth labor under the Victory Farm Volunteers plan.

Because many farmers will be employing nonfarm youth for the first time, it is exceedingly important that the necessary steps be taken to insure complete understanding by farmers of the conditions of employment and what should and should not be expected from youth inexperienced in farm work.

It is the responsibility of the Extension Service to see that the farms from which applications for youth labor under this program are accepted, and the camps where the youth will live, meet agreed upon standards.

It is expected that representatives of the public schools will share with the Extension Service and farm leaders the responsibility for outlining minimum standards for farm homes and camps suitable for the placement of nonfarm youth, and for establishing acceptable conditions of employment.

- D. Placement - The Extension Service of the Department of Agriculture shall have primary responsibility for the placement of nonfarm youth participating in the program. Efforts of cooperating agencies, which may result in the placement of such youth, shall be channeled through the Extension Service, where youth activity records will be compiled and analyzed in consideration of the local labor supply and demand.

School authorities will have detailed student training records which will guide them in assisting the Extension Service in making applicant selections. The Extension Service should utilize fully these sources of applicant information in meeting requests for student farm workers.

- E. Working Conditions and Wages - The principles recommended by the "Conference on Supervision and Employment Conditions for Young Workers in Wartime Agriculture", June 18-19, 1942, should, until superseded, be used as a general guide in establishing working conditions and wages for nonfarm youth.

It shall be the responsibility primarily of State and local committees organized to establish general plans and policies for the operation of the Victory Farm Volunteers program, to formulate local standards of working conditions and to agree upon a suggested schedule of wages and hours governing the employment of school workers, giving due consideration to prevailing local practices and to the character and amount of farm labor that the nonfarm school youth are able to perform.

In the event that a public agency is designated to establish minimum rates of wages and hours for all farm labor, the above mentioned schedule of wages and hours should be presented to that agency as a recommendation covering the employment of nonfarm school youth in the locality.

- F. Transportation, Housing, and Insurance - The expenses of transporting school workers to farms for seasonal work under this program should, as a rule, be defrayed by the workers themselves or by the employing farmers.

It shall be the responsibility primarily of the Extension Service to see that arrangements are made for this transportation in the most feasible manner. In certain instances, the Farm Security Administration may be in a position to provide transportation for school workers. The services and facilities of local citizens, groups, and institutions may also be inlisted.

Where youth live away from home, housing facilities will be provided by the employing farmers in all cases except where work camps are established for groups by civic or youth organizations or where regular labor supply centers are established by the Farm Security Administration. It shall be the responsibility of the Extension Service to see that housing facilities provided in farm homes or in work camps are adequate and in line with generally accepted housing and sanitation standards for the area.

Where the State program calls for employee liability or other insurance, the cost of such insurance shall be met by the farmer-employer.

- G. Supervision of Farmer-Worker Relationships - It shall be the responsibility of the Extension Service to keep in constant touch with the youth workers and farmer employers to adjust misunderstandings, assist farmers with on-the-job training, help youth adjust themselves to farm life, assure their participation in community social and recreational activities, and arrange for shifting workers where such change seems desirable. It shall be the goal of supervision to make certain that nonfarm youth are not exploited and that farmers receive a reasonable return for the wage paid.

It is anticipated that a full-time supervisor for the Victory Farm Volunteers project will be employed for a 6-month period in all counties having 75 or more nonfarm youth workers living in farm homes. Where the number of such workers is less than 75 but more than 25, a part-time supervisor will be employed. Regular extension agents will arrange for adequate supervision of the activity in counties where fewer than 25 such nonfarm youth are placed.

V. Suggested Organization for Effective Coordination

Each of the agencies involved in this program will be responsible for the execution of its respective functions, operating under its own legislative authority and through its own regional, State, and local organizational units. However, definite provision for adequate coordination on all levels is absolutely essential to the orderly promotion and effective operation of the Victory Farm Volunteers plan of using nonfarm youth in wartime agricultural production.

- A. The National Committee shall be composed of one representative and one alternate from each of the following agencies: (1) Office of Education, and (2) Extension Service. The functions of the committee shall be:

1. To review and approve broad operational plans, policies, and publications pertaining to this program.
2. Make recommendations regarding State and local plans of organization.

- B. State Committees for this program should include one representative from at least each of the following: (1) State Department of Education, and (2) Extension Service. It is desirable that such a representative group function as a subcommittee of any existing State committee concerned with the total farm labor problem.

Some of the functions of this committee should be: (1) Initiate State program based on suggestions of national committee, (2) coordinate the Victory Farm Volunteers program with other State programs concerned with the farm labor supply and demand, (3) review and approve broad operational plans, policies, and publications originating at the State level, and (4) render active assistance to county or local committees.

- C. County or Local Committees for this program should include representation from at least the following agencies: (1) The public schools, and (2) the county extension service.

Some of the functions of this committee should be: (1) Initiate county or local programs, (2) coordinate the Victory Farm Volunteers program with other county or local programs concerned with the farm labor supply and demand, and (3) render active assistance in the local execution of the program.

- D. Cooperation with Other Agencies and Organizations - The active cooperation of public agencies, farm organizations, youth groups, and civic bodies is essential to the attainment of the objectives of the Victory Farm Volunteers program; i. e., maximum contribution to National food production and a satisfying work experience. It is suggested that selected representatives of important agencies and organizations interested in youth be requested to serve as advisory members of the National, State, and county or local committees established to facilitate the planning and execution of the Victory Farm Volunteers program.

VI. Evaluation of Procedures and Accomplishment

The responsibility for the evaluation of the Victory Farm Volunteers rests jointly with the Extension Service and the Office of Education. The size of the VFW program and its impact upon future programs necessitate a careful evaluation to determine its success and to discover the conditions associated with unsatisfactory results.

(Signed)

W. T. Spanton
W. T. Spanton, Chief
Agricultural Education Service
U. S. Office of Education

(Signed)

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APPROVED:

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Agricultural Labor Branch
Food Production Administration
U. S. Department of Agriculture

February 3, 1943

(Signed)

J. W. Studebaker
J. W. Studebaker
Commissioner of Education
Federal Security Agency and
War Manpower Commission

TO ALL ASSISTANT STATE FARM LABOR SUPERVISORS,
VICTORY FARM VOLUNTEERS

The Contribution of Youth-serving Agencies in the V.F.V. Program

Youth-serving agencies can make a large contribution to the production of food in helping to relieve the farm labor shortage. They should be encouraged to participate in the V.F.V. program.

Many of these agencies have had farm labor camps or other farm projects last year, and are continuing or enlarging their programs this year. We suggest that you may want to get in touch with the branches of some of these organizations in your State.

In a recent memorandum to the War Food Administrator, Chester C. Davis, the agencies listed at the end of this supplement stated:

"An examination of projects carried through last summer, and of projected plans, indicates that our agencies can be of service in the following ways:

1. By organizing and recruiting units or by gathering youth who have individually enrolled for farm labor into homogeneous and congenial groups. This procedure would apply to groups going out on the 'day-haul' plan as well as those living away from home.
2. By furnishing preseason training and preparation through our group programs. This preparation need not duplicate the training which the public school gives, but may develop an understanding and appreciation of the farmer and his work, of the bearing of this farm job to our national life, and of agriculture and rural life generally. Right attitudes must be developed toward farm work and the members of the rural community. Many of our local agency programs are endeavoring to meet this need.
3. By assisting in the supervision of the young farm workers. In some cases, governmental agencies are endeavoring to recruit and train new leaders to meet this specific need, but there is already in our organization a great deal of experience in the field of youth supervision.

For 'day-haul' groups, happier and more effective units can be conducted under the direction of group leaders who make the trip with the students.

For supervising individual farm placements, aid can be given by local representatives, such as rural pastors, Scout leaders, Y.M.C.A. secretaries, and the like.

4. By helping to establish agricultural labor camps for young workers.

Where labor camps are necessary, our agency experience in summer camping may be especially helpful. In some cases the program of organized summer camps will be altered to permit work on nearby farms. In others, established camps will be used as the living quarters for groups of farm workers, aiding in the solution of the difficult housing and feeding problem. In still others, new camps may be established and the management skill of our personnel will prove valuable. Supervision in this camp situation refers not only to the oversight of the work in the fields, where the farmer-employer will be primarily responsible, but especially to that management of general camp life and leisure-time pursuits which is essential if the summer is to provide a significant educational experience.

Provision for well-housed and well-supervised groups affects not only the value of the farm experience to the young people but has a definite bearing on the effectiveness of their work. For example, the problem of rapid labor turn-over, which was an acute one in some sections last summer, is well on the way to solution where skilled leadership builds up a high morale within a healthy and happy work group."

These agencies have developed standards of camping as regards the health and welfare of the boys and girls for whom they are responsible. In many cases, their regulations are the result of years of work with young people, and much care and thought have gone into them. They subscribe to the Children's Bureau publication, Guides to the Successful Employment of Nonfarm Youth in Wartime Agriculture. A copy of this pamphlet is in the Handbook of Materials for the Victory Farm Volunteers.

The youth-serving agencies signing the memorandum to the War Food Administrator are:

Boy Scouts of America
Boys Clubs of America
Girl Scouts
Camp Fire Girls
Jewish Welfare Board

International Council of Religious Education
National Catholic Welfare Conference,
Youth Department.
National Federation of Settlements
Young Men's Christian Associations
Young Women's Christian Associations

Sincerely yours,

Fred P. Frutchey

Fred P. Frutchey
Acting In Charge
Victory Farm Volunteers
Extension Farm Labor Program

Supplement No. 3 - Handbook of Materials for the Victory Farm Volunteers
TO ALL ASSISTANT STATE FARM LABOR SUPERVISORS,
VICTORY FARM VOLUNTEERS

VFFV Insignia



The official insignia, 3 inches in diameter, combines a red cogwheel letter C with a blue center. The letters "VFFV" are white on the blue center. A narrow border of white finishes the outside edge.

The cogwheel letter C is taken from the U.S. Crop Corps insignia and signifies that the Victory Farm Volunteers are a part of the U.S. Crop Corps. The insignia is being patented.

The insignia is of fast color Swiss embroidered material, washable and very serviceable. It is to be worn only by boys and girls who are bona fide participants in the VFFV program. Whether or not the insignia is worn is optional with the individual Victory Farm Volunteer. It is worn on the shirt or dress over the heart, on the sleeve at the shoulder, or on the hat. Victory Farm Volunteers have no uniform.

The National Committee on Boys and Girls Club Work, Inc., 59 East Van Buren Street, Chicago, Ill., will distribute these insignia and other supplies. The insignia will be available for shipment by June 7. They will furnish it only upon orders signed by Assistant State Farm Labor Supervisors in charge of the Victory Farm Volunteer program or county extension agents.

To expedite the distribution of the insignia the National Committee will make shipments directly to public and private schools and youth-serving agencies upon properly signed orders. No emergency farm labor funds or other Federal funds may be used to purchase the insignia or other supplies of this nature.

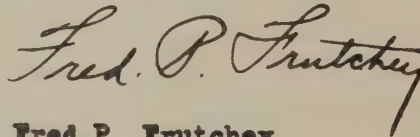
Postpaid prices of the insignia are as follows:

1 to 24, 15 cents each	100 to 500, 13 cents each
25 to 100, 14 cents each	501 to 1000, 12 cents each
1001 or more, 11 cents each	

Boys and girls participating in the VFV program through the youth-serving agencies may wear the VFV insignia with the insignia of the youth-serving agency below it to maintain their identity.

Note: If you have not received a copy of the Handbook of Materials for the Victory Farm Volunteers distributed to Emergency Farm Labor Assistants in charge of the Victory Farm Volunteers, at the regional farm labor conferences, please let us know.

Sincerely yours,



Fred P. Frutchey
Acting in Charge
Victory Farm Volunteers
Extension Farm Labor Program

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WAR FOOD ADMINISTRATION
EXTENSION SERVICE
Washington 25, D. C.

JUL 10 1914

Supplement No. 13 - Handbook of Materials for the Victory Farm Volunteers
Relating to Organized VFV Day-Hauls

The majority of Victory Farm Volunteers live at home and are transported to farms by the day. There are certain advantages in day-hauls, that are not found in camp and live-in programs. Since the youth live at home, no housing or feeding arrangements are needed; supervision is necessary only during transportation and working hours; the young people can keep whatever wages they earn, since there are no expenses for living accommodations. The disadvantages in day-hauls generally arise from too hasty recruitment, selection, and preparation of both youth and farmers; inadequate supervision; and too long a trip from town to farm.

This year many more young people will be working in day-haul groups on all kinds of crop work. There are many jobs that youth can do almost as well as adults, jobs which they have been accustomed to doing in many sections before the war. In addition, nonfarm youth proved last year that they could do many jobs which adults have generally considered too difficult for youth. Reorganization and adjustment of farm work, so that the easier parts are done by the youth and the harder parts by the older or more experienced workers, has resulted in the increased use of Victory Farm Volunteers for such jobs as apple picking, topping sugar beets, haying, and operating machinery. Lighter and smaller containers, pails, and boxes have been provided in some instances. In addition, new techniques and gadgets for making the work easier may occur to you in connection with jobs done in your State. Reorganizing and devising of new ways of doing jobs will help make Victory Farm Volunteers useful in more kinds of work, and more effective as farm help.

Principles of a successful day-haul program.

1. Farms are near enough to the source of labor so that the "haul" is not too long. Generally speaking, if farms are more than three quarters of an hour from town, it may be well to consider establishing a camp.
2. Farmers certify their labor needs far enough in advance to enable placement offices and schools to recruit well ahead of time and plan a good program of selection and preparation.
3. Standards for selection, placement, and supervision are established in advance, by farm labor committees or other responsible groups. These standards are publicized, and community support is enlisted for them.
4. Farms and farmers are carefully selected according to these standards, to make sure that youth are given a fair share of ^{good} picking opportunities; working conditions, wages, and hours are satisfactory for young people; and sanitary facilities are adequate for both sexes.

5. Youth are selected for their ability to do the particular job, and in accordance with Federal, State, and local laws. The written permission of parents is obtained.
6. Youth are given some preparation so that they know what is expected of them.
7. Transportation is provided by means of cars, school busses, or trucks with secure sideboards, endgates, and seating facilities if possible. All such vehicles carry liability insurance for bodily injury to passengers, if passengers are not otherwise insured.
8. Adult work leaders are provided by the farmer for groups of 10 or more individuals.
9. Work leaders and farmers are given preparation and job instruction training beforehand, to help them in teaching youth how the job is done. Youth are given instruction in safety practices as well as in efficient methods of work.
10. All youth are covered by insurance both during transportation and on the job. First-aid facilities are readily available in the field.

Committees are helpful.

State and county farm labor committees will want to give attention to the policies and procedures for day-haul programs. The main day-haul job of the State committee may well be to establish standards and formulate agreements and contracts. Local and county committees can then modify these standards according to local needs. Popular support and agreement on these standards and procedures should be obtained through press and radio publicity. Care should be taken that standards and other arrangements are made in accordance with Federal, State, and local laws and regulations applying to child labor, employment certification, school attendance, health, sanitation, etc.

County committees can also be very effective in obtaining farmer acceptance, selecting suitable farms for youth employment, and marshalling the resources and cooperation of schools, youth-serving agencies, civic groups, and clubs. Where schools, youth agencies, and other such groups are participating in the program, their representatives may well be included on both State and local committees and participate in the determination of policies and standards.

Better organization is needed.

Youth work best when they are organized into groups of 15 to 35 with an adult leader in charge. Smaller groups are generally too expensive in terms of the amount produced. Larger groups are unwieldy and cannot be supervised adequately by one person. There are four main types of day-haul organization. The recruitment, selection, and preparation procedures will vary with the different kinds of organization. A decision as to which type is the most desirable for a given situation, therefore, will determine many of the other procedures connected with the day-haul program. The four types are:

1. Platoon or in-school system. Here the program is organized well in advance of the actual need before school is out. The need for farm workers is explained to the youth in a school assembly, and teachers are assigned to select and organize the youth into groups and give them farm work orientation along with their regular school work. By the time workers are needed, each teacher has a well selected and prepared group which she can reach quickly. She acts as supervisor both during transportation and in the fields.
2. Club group system. Here the youth are reached through already existing clubs like the Scouts, Y's, or other youth-serving and church groups. Selection and sometimes preparation may be done within the club, and often the club leader can act as work leader in the fields.
3. Neighborhood system. Under this system a neighborhood leader, block leader, or other interested adult organizes a community group, living in the same vicinity. Some selection is possible through this method, but probably little preparation can be undertaken.
4. Last-minute system. This system depends largely on press and radio publicity, and very little selection or preparation is possible. Leaders such as Women's Land Army members are generally assigned by the Extension Service, but they do not know the group to begin with, and the individuals within the group do not know one another. The "last-minute" system allows for selection and preparation when the leader has enough advance notice of who her group will be and can get them together, before they go to work. Generally speaking, however, this system is less effective than the other three, since it takes some time to get the groups acquainted, to weed out the inefficient and troublesome individuals, and generally get organized, after the group has started work. The other three systems allow for selection and preparation beforehand, which saves time for both the farmer and the Extension Service.

Provide for school adjustments.

Many States need day-haul workers in the spring and fall while school is in session. Appropriate school adjustments have been made to enable youth to do farm work without injury to their education. Many States already have legislation and procedure for releasing youth for as many as 30 days during the year. Six possible methods for releasing youth from school were suggested in a circular letter sent to VFV Supervisors September 11, 1943. They are: (1) Tutorial system; (2) half-day shifts - longer day; (3) shorter school day; (4) stagger shift; (5) adjusted school calendar plan; and (6) Saturday make-up.

Arrangements to release certain numbers of youth with their teachers have worked well in most places. Closing schools completely is less desirable, since many of the youth released will find other jobs and consequently will miss school to no purpose.

Recruitment and selection go together.

With several notable exceptions, day-haul programs in 1943 were run for the most part on the "last-minute" system. There were many reasons why this was necessary: Farmers were reluctant to accept youth until the last minute;

organized programs within the schools were slow in getting under way, advance recruitment was premature, so that interest sagged after the first recruitment rally and the youth signed up for other jobs; specific information about the kinds of jobs and approximate dates of work was hard to obtain. With the experience of 1943 many of these difficulties no longer exist. Farmers are more willing to accept youth. Schools can organize orientation programs based on the need for youth in various crops last year, and include information on the agriculture in the area and trips to nearby farms. Many teachers are interested in spending their summer vacations doing farm work, and they can easily recruit a group of young people to take out to farms from their own schools.

When selection and recruiting can be done at approximately the same time, overrecruitment can be avoided, and the youth can be selected in relation to the type of job. Advance selection saves time and effort for farmers and work leaders, although it is fairly easy to drop the lazy and troublesome from the group after a few days of work. It is well to keep in mind the three points made by Dr. John Dorsey, chairman of the first meeting of the Victory Farm Volunteers National Advisory Committee:

1. It is unwise to present a child with any fact, experience, or endeavor until he is ready for it. Use youth who are mature enough for work.
2. It is unwise to deprive a growing personality of facts, experience, and endeavor for which he is ready. Avoid robbing youth of the values of farm work.
3. It is wise to help youth mobilize their loyalties and energies around a cause genuine in its worth.

These three points are worth considering in determining the lower age limit of youngsters to be recruited. Care should also be taken to see that child labor laws are observed and that the boys and girls take out working papers if they are required by law.

Health is another important factor in selecting youth for any kind of farm work. When youth are recruited and organized through schools or clubs, a physical examination can be given by the school nurse, or school health records can be checked. A health program can also be incorporated into a club program and orientation courses, and the boys and girls encouraged to do exercises that will strengthen the necessary muscles for the work. When they are recruited by the neighborhood or last-minute system, a physical examination will be more difficult. Although the problem is not so great as for youth going to live-in camps or farm homes, a good precaution is to ask the parents to sign a statement to the effect that the child is physically able to do the work. The certification probably should state that the child has no communicable disease, heart disease, diabetes, tuberculosis, hernia, epilepsy, lung lesion, undernutrition, obesity, marked muscular underdevelopment, absence or paralysis of a limb, or well-defined mental retardation or instability.

If there is any question about the health of a boy or girl, he should be asked to get a statement of physical fitness from the family physician. Written consent may be obtained from parents during school or at the time they are asked to certify to the youngster's physical fitness. Parents need to be given specific information regarding the day-haul program, such

as what is expected of the young people, what the hours of work and the pay will be, and other similar information, so that there will be no misunderstandings after the youth go to work.

Training increases efficiency.

There are two kinds of training necessary to prepare youth thoroughly to do their jobs efficiently and well. The first is orientation and such skill training as is possible before the youth actually go to work. The second is the training needed on the farm to show youth how each particular job must be done. The preliminary orientation can be done in connection with school classes in science or other related courses. Under the platoon or in-school system of organization, the teacher in charge of each group can acquaint her Victory Farm Volunteers with the importance of the crops they will be working on, the history of the agricultural section in which the farms are located, the markets and food value of the crops produced, and other information that will stimulate the interest of the young people in the job of food production.

Similarly, youth groups and their leaders may want to discuss these questions before they go to work. The neighborhood leader, the Women's Land Army work leader, or other supervisors can get their groups together before going to work, to explain the work and give hints on safety precautions, kinds of lunches to bring, the Victory Farm Volunteers insurance policy, and other essential information.

The first day the youth and their leaders go to work, the farmer will want to spend as much time as necessary in helping the work leader to show the young people safe and efficient methods of work.

Farmers and work leaders who have had job instruction training make the best teachers of youth. The pamphlet, *Your Job as a Work Leader*, published by Victory Farm Volunteers Division, should be helpful in this connection, to supplement the materials and services available locally.

Any good preparation program should include emphasis on safety practices and simple information which Victory Farm Volunteers can use to protect their own health. In this connection, the parents' cooperation is also essential. A special safety session with the group could well include the use of the pamphlet *We Work Safely - Do You?* prepared by and obtainable from the National Safety Council, 20 North Wacker Drive, Chicago 6, Illinois.

Insure against accidents.

All youth should be covered by insurance of some kind, both during transportation and in the fields. It seems clear, from the number of serious accidents in 1943, that an intensive program needs to be carried on to inform youth and farmers of the available types of insurance and the importance of adequate coverage. Farmers should know the advantages and limitations of workmen's compensation and employers' liability. Everyone concerned in the program should be informed of the availability and nature of the Victory Farm Volunteers policy, and parents should be encouraged to take it out for their youngsters.

Many of the day-haul accidents last year occurred while Victory Farm Volunteers were being transported to and from the farm in trucks or busses. It is, therefore, important to make sure that vehicles carry

liability insurance for bodily injury to passengers, especially if the youth are not covered by any other type of insurance. Further and more detailed information on all insurance plans may be found in Supplement No. 9 of the Handbook of Materials for Victory Farm Volunteers.

Transport with care.

Transportation ordinarily is the farmer's responsibility. However, in a few cases, it may be necessary for the Extension Service to provide vehicles or drivers. The cost should probably be borne by the farmer. If a day-haul involves a long train or bus ride, it would be well to consider the advisability of establishing a camp. Ordinarily young people should not have to pay for their own transportation.

School busses and automobiles are the safest methods of transportation. When farm trucks are used, someone should make sure that they are equipped with high sides and endgates, seating facilities if possible, good brakes and tires, and that the driver is licensed and competent.

Placement procedures.

Elsewhere it has been stated that day-hauls, involving a "haul" of more than three-quarters of an hour to the farm, are usually inadvisable. Eight hours of work plus an hour's transportation each way is apt to be too long a working day for youngsters. If the boys and girls get overtired they will quit or do poor work. This needs to be kept in mind in selecting farms for day-hauls.

Farmers using day-haul workers should be prepared and willing to provide the following essentials:

1. Good working conditions and sanitary facilities. Where both boys and girls are employed, separate toilets should be accessible to the fields.
2. An equal share of good picking opportunities.
3. Cool, sanitary drinking water with paper cups or other equipment that will insure against all workers' using the same cup or dipper.
4. Shelter in case of rain.
5. Enough tools or equipment necessary for the job, to supply each worker.
6. Pay equal to the going rate for similar work in the same area.
7. A slow breaking-in period and rest periods to insure against overfatigue. Hours should probably be between 6 and 8 a day. Even during a 6-hour day, the work leaders should observe the individual members of their groups and provide rest periods for those who need them.
8. Supervision in the fields (see below).

County and local committees can be very helpful in selecting farms for youth employment. Many farmers will be already known to committee members. It may be desirable to have a committee member, an extension worker, or the work leader visit the farms and come to some agreement with the farmer on the above points before the young people go to work. Many misunderstandings can be avoided in this way. If a large number of farmers in the same area need day-haul groups, it may be necessary to come to more definite agreements covering pay, rest periods, working conditions, sanitary facilities, and hours of work, through written contracts.

When it appears that there will be a need for Victory Farm Volunteers day-haul workers over a fairly long period, it may be desirable to obtain work orders well ahead of time for each group. A lapse of time between one job and the next often results in the loss of some members of the group who sign up for other jobs in the meantime.

Supervision is essential.

Farmers and extension workers have found that supervision of youth in the fields is essential for the successful operation of day-haul programs. From one State comes the statement, "Farmers who did provide adequate supervision found that the increased output of the youth labor more than made up for the cost of supervision." Generally, work leaders selected by the county agent, farm labor assistant, school, or whoever is organizing the day-haul program, and they are paid by the farmer. Possible sources for work leaders are listed in Supplement No. 7 to the Handbook of Materials for the Victory Farm Volunteers, Suggestions for Work Leaders Supervising Camp and Day-Haul Groups.

Generally speaking, a teacher already acquainted with the young people in the group proves to be the most satisfactory leader. The success of the day-haul program depends largely on the selection of a good leader. Suggestions on the qualifications and responsibilities of the work leader will be found in the above-mentioned Supplement No. 7 and in Work Leaders for Nonfarm Youth Employed in Agriculture, prepared by the Children's Bureau of the U. S. Department of Labor.

Most work leaders were paid \$1 an hour in 1943. Pay included the time spent in transportation to and from the farm. This seemed to be adequate pay in most sections, and farmers were satisfied that the supervision was worth the expense. The size of the group supervised by one work leader will vary with the crop and picking conditions as well as with the ability of the leader. One State found that a group of 35 was about the largest number one leader could handle, and some groups were as small as 15, in work such as apple picking. Where leaders are needed to do heavy lifting and moving of ladders, it is well to have a smaller group, so that delays do not occur when youth have to wait for the leader to get around to them. The age of the youth and their cohesion as a group will also help to determine the size of the group. Older boys and girls will not need such close supervision or so much help on the job as the younger ones. Similarly, young people who already know each other will work more congenially as a group, and need less supervision. A certain amount of competition between groups or platoons will encourage pride in the work and accomplishments of individual members, and will help to keep down horsenplay and slacking on the job.

Work leader training is an important part of the preliminary preparation for day-haul programs. For example in Portland, Oreg., a series of five 2-hour meetings for platoon leaders was conducted by a member of the vocational division of the State department of education. In these meetings problems were discussed that platoon leaders had encountered in their work. Using the points discussed last year, a short training program will be carried on this year before the platoons go to work. Such problems include insurance, proper clothing, the kind of lunches the youth should bring, safe transportation, and the responsibilities of the platoon leader to farmers, youth, parents, the Extension Service, and the schools. A report on Oregon's platoon leader training was sent to you earlier in the year.

The responsibilities of the work leader are discussed in Supplement No. 7 and in the Children's Bureau publication, Work Leaders for Nonfarm Youth Employed in Agriculture. We need only say a word about them here, since they are covered thoroughly elsewhere. The work leader's job will vary, of course, with different farmers, different crops, and different areas. Nevertheless, most work leaders will be responsible for the following:

1. Seeing that the Victory Farm Volunteers have full understanding of what is expected of them - the importance of their job, their responsibility to the farmer, the time and place to meet, rules of conduct during transportation and in the field, and what to wear and bring with them.
2. Seeing that members provide the leader with their home or neighbor's telephone number so they can be reached conveniently when necessary.
3. Observing precautions that will protect the interests of the members.
4. Maintaining close contact with the parents of the youth.
5. Maintaining contact with school authorities or other participating agencies wherever necessary.
6. Teaching the group safe and efficient methods of doing the job.
7. Seeing that the group performs satisfactorily the work assigned by the farmer, without injury to equipment, produce, or crops.

GUIDES TO SUCCESSFUL EMPLOYMENT OF NON- FARM YOUTH IN WAR- TIME AGRICULTURE



For Use in
Victory Farm Volunteer Program

1943

Prepared by
CHILDREN'S BUREAU, U. S. DEPARTMENT
OF LABOR

In consultation with
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OFFICE OF CIVILIAN DEFENSE
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and approved by these agencies



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Guides to Successful Employment of Non-Farm Youth in Wartime Agriculture

Young Workers Can Help on Farms.

American youth, who are eager to have a part in the war effort, are needed to help the farmer get in the 1943 crops. The American farmer is short of labor as never before and yet must meet unprecedented food-production goals. Youth can take part in the tremendous job that must be done on the farms to achieve victory.

The experience of 1942 showed that young people from cities, even when they are inexperienced in farm work, can help the farmer, if they are well supervised on the job. In many places last year boys and girls of high-school age took a big part in getting in crops, like berries, fruit, and vegetables. They can and will do much more in 1943.

School youth can be counted on especially for work during vacations. Before boys and girls are taken out of school to work it should be certain that there is no one else to do the job. Education is important in wartime as in peacetime, and the future manpower needs of the Nation would be endangered if boys and girls were deprived of schooling for any considerable period. When school youth must be called upon to help in the emergency during the school term every effort should be made to adjust the school program so that lost school work can be made up.

The Need and Plans for Young Workers Will Vary.

The need for these young workers will vary in different parts of the country. The types of crops vary, and so do the rate at which labor has been drained into industry and the amount of adult labor available for farm work in different areas. Therefore plans to recruit city boys and girls for work on farms should not be made until the official agencies have found that there

will not be enough older workers available and that there is need for the particular type of project under consideration.

In order to meet different needs provision will be made by various public and private agencies, working together in local communities, for three types of programs: day-hauls from urban centers, individual placements on farms, and work camps. In most cases the young workers will live at home and work by the day, either on nearby farms or on farms at a greater distance to which they are taken daily. In other cases it will be necessary for the young workers to live in the rural area where they are to work. If they are to do general farm work throughout the season, they will probably live in farm homes. If large numbers of young workers are required from outside the area for harvesting work, they will probably live in work camps.



Guides Are Essential to Success in Employing Young Workers.

Most of the boys and girls who will be drawn upon to take the place of adult and experienced workers are both immature and inexperienced in farm work. Many of them have lived all their lives in cities and towns. Special care is therefore needed in the use of these young people if they are to be able to do the job. If the use of young people as emergency farm workers is to be successful, it must not only give the farmers efficient labor but at the same time give the young people an experience that will hold their interest and contribute to their educational growth and healthy development.

These guides are offered as the essentials for programs that will prove satisfying to the farmers, to the young people, and to their parents.

Careful Selection of Workers Is Better Than Haphazard Recruiting.

Limitation of recruitment to boys and girls old enough and sufficiently well-developed physically to work efficiently and without undue strain will help to give satisfactory results to both farmers and young people. Consideration should be given to whether age, sex, and individual growth and development are suitable for the particular job to be done.

Experience has shown that the best results may be obtained in employing non-farm youth, if the following requirements are made the policy for selecting recruits for agricultural work:

Minimum age of 14 years,¹ when the young workers live at home and go to work by the day;

16 years when the young workers live away from their families in families in farm homes or work camps,

Except that when the work is part of a camp program conducted by a recognized youth-serving agency that provides close supervision, a minimum age of 14 years is suitable.

Age proved by documentary evidence of date of birth or school record. Written consent of parents.

Physical fitness for the job. Physical examinations should be given wherever possible. Where this is not possible, school health records should be consulted.

Although resources for physical examinations may be limited, every effort should be made to utilize whatever resources there are or can be made available in the community, such as private physicians, public-health departments, clinics and health agencies in urban centers, and school health facilities.

Care should be taken in recruitment to observe any State or Federal legal standards affecting employment in agriculture.

Non-Farm Youth Need Preparation for Work.

Young people who have had little or no previous experience in doing farm work need special preparation and training

¹Under the Fair Labor Standards Act, if the producer ships goods in interstate commerce, a minimum age of 16 applies to minors employed in agriculture while legally required to attend school; under this act also, a minimum of 16 is established for work in canneries or other food-processing plants.

for the work and continuing supervision on the job to enable them to meet the farmer's labor needs satisfactorily.

The young workers must be helped to understand the purpose of the program and the importance of the contribution they can make to the war effort. Preparation that builds good attitudes, a sense of responsibility and respect for the job will help to prevent carelessness, waste of time, accidents, and destruction of crops and property.

The young workers need advance information on what to expect in the work they are going to do. Misleading publicity that advertises the job as a vacation seriously interferes with the development of good work attitudes and should be avoided. The recruits should be told what the farmer will expect of them and what will be the probable conditions of work. If they are to live away from home, they should also be told about their probable living arrangements. They should be shown how to do the work efficiently and without injury to themselves or other workers.

Such preparation for employment should be a part of the program of the schools from which recruits are drawn, and it should reach out-of-school youth recruited for employment as well as those in school. Activities to prepare youth for effective participation in the farm program can also be conducted by youth-serving agencies and by youth organizations.

Leadership Is Key to Successful Employment of Groups of Young Workers.

Farmers who used inexperienced youth in 1942 agreed that these boys and girls must be given close supervision. When inexperienced young workers are employed in numbers, as they usually are for harvesting work, they should be placed in groups, each of which is in charge of a leader. The work groups should be organized, wherever possible, around existing groups, such as clubs and classes in schools, churches, and public and private leisure-time agencies. Such a group can effectively participate as a unit in training activities. Groups of this kind under their regular leaders will work with greater productivity and better morale than newly organized squads of recruits under new leadership.

Regardless of the character of the group, each group should be under the direction of a leader.

These group leaders help to maintain good morale and interest among the workers and to promote good work habits and efficient and safe methods of work. They work along with the group and carry forward any preemployment training that has been given. They take care of individual problems of members of the group. In addition, the group leader may attend to arrangements regarding transportation, wage rates and payments, rest periods, meals, and other working conditions.

Such leaders serve under the direction of the farmers and sometimes are employed by the farmers to serve as their field foremen. They give the special leadership needed by immature and inexperienced workers to supplement the supervision given by the farmer. Leaders can be recruited from among teachers and older students in the schools, especially from those in agricultural courses, and from youth-serving and youth organizations as well as various other community groups. The leaders need to be given special preparation for meeting their responsibilities and should work under the direction of a central supervisor with responsibility for the entire project to employ non-farm youth.

Good Conditions of Work Help To Make Good Workers.

To achieve good results in the employment of young workers special care must be taken to insure working conditions suited to their immaturity. Agencies and persons responsible for recruitment and placement of inexperienced boys and girls in farm work are urged to observe the following standards:

HOURS

Not more than 8 hours of work a day. (Not more than 6 hours is desirable for children of 14 and 15.) Some variations may have to be allowed under emergency conditions for older youth who live in farm homes and are employed as general farm hands.

During the first few days of work shorter hours are desirable to permit inexperienced workers to become accustomed to the work.

Not more than 6 days of work a week, except that young persons employed as general farm hands may do morning and evening chores on the seventh day.

Lunch and rest periods.



WAGES

Same wages—whether piece or hourly rates—as those paid to older beginning workers for the same type and amount of work.

Payment of wages in cash and prompt payment at times agreed upon.

SANITARY FACILITIES

Sanitary toilet and washing facilities available to the young workers while at work.

DRINKING WATER

Adequate supply of drinking water from approved sources.



SAFETY AND INSURANCE MEASURES

Protection against accidents on the job through—

- Farm equipment in good working order;

- Training in safe methods of work;

- Assignment of work involving the handling of animals, tractors, machinery, and dangerous tools and implements only to older youth trained in their safe use;

- Supervision on the job by persons trained in safe work methods;

- Provision of first aid and medical care in case of injury while at work;

- Wherever practicable the field foremen or group leaders should have had the American Red Cross First Aid and Home and Farm Accident Prevention courses.

Payment of expenses in case of injury while at work. Coverage by workmen's compensation insurance should be encouraged wherever possible.

TRANSPORTATION

Transportation to and from work only in vehicles that are in safe mechanical condition and maintained in full compliance with State laws and regulations. Busses and automobiles should be used in preference to trucks. Where trucks must be used, seats should be provided and sides and rear should be enclosed. The use of steps in getting in and out of trucks will also reduce accidents.



SAFE TRANSPORTATION



DANGEROUS TRANSPORTATION—NO SEATS, NO TAIL GATE

Vehicles driven by responsible licensed adults who follow safe driving practices.

Avoidance of overcrowding in vehicles.

Coverage by adequate liability insurance.

Training of young workers in safe conduct while being transported to and from work and supervision during transit to prevent accidents.

Careful observance of these conditions, essential to the protection and well-being of the young workers, will go far toward gaining widespread community support and continued cooperation of young people and their parents, thus helping to assure the success of the program.

Good Living Conditions and Recreation for Young Workers Away From Home Reduce Labor Turnover.

When boys and girls are employed at work requiring them to live away from home, satisfactory living conditions and good times outside of working hours become important to the success of the program. The lack of them results in poor morale, inefficient work, and excessive turnover.

Work camps.—Living accommodations in work camps should conform to good camping standards of health, safety, sanitation, staff, program, insurance, and administration. Desirable standards, as developed by organizations with special experience in camping, are set forth in the American Camping Association's publication, *Marks of Good Camping*.² This publication will be found helpful by anyone responsible for the operation of work camps.

The camp site and facilities should have the approval of the appropriate public-health agency. In order to protect health the camps should be careful to comply fully with State and local laws and regulations regarding water and milk supply, sewage disposal, and other sanitary conditions. Arrangements must be made to have first aid, medical care, and hospitalization readily available in case of illness or injury among the campers.

A diet adequate to the needs of youngsters doing heavy outdoor work is essential. Home-demonstration agents, health-department nutritionists, and home-economics teachers can be helpful in planning meals. A leaflet on dietary allowances,

² This publication may be obtained from the Association Press, 347 Madison Avenue, New York City, for 75 cents.

the Yardstick of Good Nutrition, published by the Committee on Food and Nutrition of the National Research Council, should be useful.³

Each camp should have a qualified director in charge, with a sufficient number of assistants to give adequate supervision. A good arrangement is for some of the camp staff to work in the fields and also act as group leaders there, as well as to give supervision in the living quarters. The supervisory staff should have had leadership experience with young people in group activities.

For the young people to benefit from the group living experience, the staff will need to know how to conduct the camp on an informal, cooperative, and democratic basis. One of the key responsibilities of the staff is to arrange for recreational and social activities for the young people outside of working hours and during days when weather or other conditions make it impossible to work. Teachers, especially those familiar with progressive educational methods and with vocational training in agriculture, and staff members from organized camps and leisure-time agencies, are a major resource for the type of leadership needed.

The individual farm home. Agencies placing young workers in farm homes or in quarters provided by the farmer have a responsibility for insuring the young people good living and sanitary conditions. The farm family has responsibilities similar to those of the work-camp director for enabling the boy or girl who is placed with it to make friends and participate in the church and social activities of the community. Qualified field staff will be needed to assist in dealing with problems that may arise and making the placement satisfactory both to the farmer and to the young person. Consultation with persons who have had experience in dealing with young people and in making arrangements for young persons to live outside their own homes, wherever such services are available, will be found helpful. The responsibilities of the field staff will require

³ This publication may be obtained from the Nutrition and Food Conservation Branch, Food Distribution Administration, Department of Agriculture, Washington, D. C. Market lists for moderate-cost and liberal meals, available from the Bureau of Home Economics, U. S. Department of Agriculture, Washington, D. C., suggest kinds and quantities of food for a week for boys and girls of different ages.

a point of view that is concerned both with the individual boy or girl and with meeting food-production goals. They also will call for skill in dealing cooperatively with all parties involved.

Good Results Depend Upon Careful Community Planning.

The employment of inexperienced young people as emergency farm workers involves a variety of problems. Many kinds of services will have to be provided either in the city or town from which the young people are recruited or in the farm area in which they work. In most local communities a variety of agencies and groups are interested in helping the farmer in the Food for Victory program and are ready to offer their services. If all needs are to be met and all community services that can be of help in using non-farm youth on farms are to be made available there must be joint planning by all interested groups in the local community. Without careful planning unfortunate conditions will arise that will cause dissatisfaction to the farmers, to the young people, and to their parents. Planning to provide preparation for employment, supervision, and suitable working and living conditions is essential in order to avoid inefficient work, preventable accidents, and excessive labor turnover.

To do this planning there needs to be a broadly representative committee in each local community where a need to employ boys and girls has been determined. This committee should be identified with whatever existing local committee is taking responsibility for the emergency mobilization of all sources and types of farm labor. When no such committee exists which is adequately representative, the existing committee should be broadened or a new committee should be established. The committee may be county-wide or may extend over several counties to cover a crop area or to include both recruitment and farm areas.

A broadly representative committee will obtain widespread public support for the program. In addition to the major public agencies with responsibilities for the operation of pro-

grams, this local committee should include representation from farmers, parents, youth-serving agencies, and health, welfare, church, labor, and other community agencies. To avoid cumbersomeness in operation, a small committee composed of the chief operating agencies with some representation from other groups included in the general committee, may be set up to carry out planning and coordinating functions in accordance with the desires of the larger committee.

The local committee would provide a basis for coordination of the activities of the various agencies and serve in an advisory capacity to the constituent operating agencies. It should help to see that plans include adequate provision for all aspects of the program. The committee would also concern itself with the setting up and maintenance of standards, in conformity with those set by State and National agencies, to cover all aspects of programs to employ boys and girls as emergency farm workers.

Relationship of local committees to State committee.—Local committees should work in close relationship with a corresponding State or regional committee. In all States that need to recruit boys and girls for emergency farm work the State committee on farm-labor supply should set up a subcommittee concerned with the employment of youth. This committee would—

- Assist in coordinating the activities of various State departments and agencies;

- Develop standards for the health and welfare of the young workers in harmony with those of national and regional agencies to cover all aspects of local programs;

- Develop plans to insure maintenance of standards;

- Stimulate the development of resources for training young workers and for the recruitment, training, and supervision of supervisory staff and group leaders;

- Give service to local communities in setting up and conducting programs.

The plan for the State committee should be integrated with over-all plans as to labor supply.

The State committee, like the local committee, should be representative of all the State departments, agencies, and groups concerned with the employment of boys and girls in agriculture.

Varied Agencies Can Contribute to Successful Employment of Youth.

The participation of all agencies, private as well as governmental, that can contribute to the strengthening of programs for the employment of young workers on farms is needed to make these programs a success.

Because of differences in local communities, there may be some variations as to agencies carrying specific responsibilities. The following list, however, suggests some of the responsibilities of the public and private agencies and the organizations that should be called upon to give service in these programs:

Agricultural agencies:

- Determination of need.

- Assistance to farmers in making effective use of immature and inexperienced workers.

- Recruitment and placement.

- Determination of prevailing rate of wages in area.

- Supervision of farmer-worker relationship.

- Arrangements for transportation and housing facilities.

- Assistance in maintenance of standards for working and living conditions.

Defense councils:

- Assistance in coordinating plans and activities of all agencies concerned.

- Recruitment and training of volunteers for supervision and youth leadership.

- Assistance in recruitment of workers.

- Interpretation of the program to the community.

Schools:

- Registration and selection of youth.

- Orientation of youth toward understanding—

 - (a) The importance of the program to the war effort.

 - (b) Rural community life.

 - (c) The conditions under which they will work.

- Preemployment and on-the-job training in the tasks and skills required on the local farms.

- Assistance in giving physical examinations when other provision is not made.

- Assistance in providing supervision of youth as part of a total plan.

- Interpretation of the program to parents.

Health and welfare agencies:

- Formulation of standards to protect the health of young workers.
- Inspection of health and sanitary conditions.
- Provision of facilities for physical examination.
- Provision of medical care in case of illness or injury.
- Assistance in determining the adequacy of living facilities for young workers living away from home.
- Assistance in providing supervision for young workers living away from home and in dealing with situations that require adjustment.
- Cooperation with agricultural officials in preparing farmers for any adaptations in working conditions needed in the interest of the health and welfare of the young workers.
- Assistance in seeing that all available community resources are utilized to safeguard the welfare of the young workers.

Youth-serving and youth organizations and churches:

- Provision of training for older youth and adults who will assist in leadership of young workers placed in groups from harvest camps or on a day-haul basis.
- Provision of counseling and supervision for youth in their work experience and off-duty time.
- Assistance in recruiting existing groups of young people to serve as work units.
- Supplying of camp-director experience to insure full utilization of camping skills and standards in group-living situations.
- Provision of camp facilities and equipment.
- Representation of the interests of the young workers.

Parents and citizen groups:

- Representation of the interests of parents and the community in safeguarding the well-being of the young worker.

Careful, coordinated planning by all agencies concerned to insure efficient service to the farmer and to safeguard the interests of the boys and girls will achieve successful results.

Older boys and girls are being asked to give generously of their spirit and energy in our common effort to produce and harvest the Nation's food. Let us not use their labor wastefully. Let us see that their contribution is made in ways consistent with their health and welfare and with the fullest use and development of their capacities.

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